

Connecticut General Assembly
JOB OPPORTUNITY
Administrative Assistant- Office of Legislative Research

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Hartford
Hours: Regular, Full-time, 8:30 a.m. - 5:00 p.m.
Salary Range: **Salary Range \$38,206 to \$74,106 (commensurate with experience)**
Closing Date: January 14, 2019

General Knowledge

The Office of Legislative Research (OLR) is the Connecticut General Assembly's nonpartisan research arm. We staff all legislative committees, but for Appropriations; write reports for legislators and committees; analyze bills; summarize public acts; and perform other services for the Legislature.

OLR's Administrative Assistants are expected to perform high-value activities, such as proofreading and editing, formatting of a wide variety of research products, database maintenance, and general maintenance for the office's website. The administrative staff interacts continuously with OLR analysts and Legislative Library staff, as well as with legislators, other legislative staff, and the public. Front receptionist duties, such as mail sorting, typing, ordering supplies, and other administrative tasks, as required, are also handled by the administrative assistants.

General Skills & Abilities

- 1. Technology Skills** — Must be proficient with computers and comfortable with using office equipment and multi-line phone systems.
- 2. Writing Skills** — Strong writing skills, with special attention to grammar, are an integral part of the job.
- 3. Attention to Detail** — Administrative Assistants handle the minutiae of daily activity in OLR and attention to detail is important in nearly every task.
- 4. Organizational and Time Management Skills** — Excellent organizational skills are fundamental to efficient OLR office operations. The documents OLR produces are time sensitive and must often be completed very quickly.

5. **Interpersonal Skills** — Administrative Assistants interact with people from all levels of the legislature, lobbyists, and members of the public. A pleasant and friendly personality is critical in this position.
6. **Multi-Tasking Skills** — Administrative Assistants work for several attorneys and analysts on various matters. Simultaneously performing multiple tasks is imperative.
7. **Ability to work overtime if needed-** Some weeknight evening and weekend hours will be required and are compensated with hourly wages or time off.

Technical Skills

Microsoft Office Suite: Word, Access, Excel, PowerPoint; Web knowledge (helpful); Adobe PageMaker (helpful). Typing, editing, proofreading, formatting, receptionist duties (multi-line phone system), scheduling, greeting and directing visitors, copying, faxing, scanning.

Preferred but not required

B.A.; knowledge of the legislature; proficiency with various social media tools (e.g. Twitter, etc.).

For more information about the Office of Legislative Research, see our webpage at www.cga.ct.gov/olr.

Select candidates will be invited to interview and asked to take a timed proofreading and editing skills test. Finalists will be invited for second/final round interviews.

Submit cover letter and resume to:

Selection Committee
Office of Legislative Research
Room 5300
Legislative Office Building
Hartford, CT 06106
Or email to olrapPLICANT@cga.ct.gov
No phone inquiries please.

Resume and cover letter **must be received by 5:00 pm, Monday, January 14, 2019.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.