

**Connecticut General Assembly
JOB OPPORTUNITY
Sessional Secretary**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford
Hours: Temporary (2) February - May 2016
Salary: \$146.38 per diem
Closing Date: December 11, 2015

General Knowledge:

Nonpartisan bill drafting office of the Connecticut General Assembly seeks a legislative secretary who is a self-starter, is a fast and skillful typist proficient in Microsoft Word, and has a minimum of 2 years' secretarial experience, preferably in the legal field. The position is full-time from February 2016 to May 2016. Requires accurate work under pressure and strong interpersonal and teamwork skills.

Required Skills and Ability:

Successful candidate will have a positive attitude and be detail-oriented with excellent spelling, grammar and proofreading skills. Within this fast-paced, deadline-driven environment you will be responsible to review, compile and type complex legislation from a variety of sources into proper legal format from outlined instructions or established procedures; work as a team with other secretaries to proofread and ensure work is produced correctly, often under extremely tight deadlines; and assist in a variety of office duties.

For information about the Legislative Commissioners' Office, see our webpage at <http://www.cga.ct.gov/lco>.

Applicants will be required to take a timed typing and proofreading skills test prior to being invited for an interview.

Submit cover letter and resume to:

Legislative Commissioners' Office
Attn: Sessional Secretarial Search
Room 5500, Legislative Office Building
300 Capitol Avenue
Hartford, CT 06106

No e-mailed or faxed applications will be accepted. Applications **must be received by 5:00 pm, Friday, December 11, 2015.**

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.