

**Connecticut General Assembly
JOB OPPORTUNITY
Legislative Aide**

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

Open To: The Public
Location: Hartford
Hours: Full-Time
Salary: Commensurate with experience
Closing Date: August 1, 2014

General Knowledge:

The Connecticut House Republican Office is seeking an energetic and organized individual to fill a Legislative Aide (LA) position. Primary responsibilities include constituent service, administrative and legislative functions.

Preferred Skills and Ability:

Ideal candidates are strong communicators, proactive, and hardworking. Must have the ability to multi-task and meet tight deadlines, work well on a team, and have an acute attention to detail. General understanding of state government processes and computer skills including Microsoft Outlook is a plus.

General Experience:

Responsibilities include constituent management and communication, legislator scheduling, letter writing, E-Mail management for multiple legislators and other daily duties working directly with state legislators.

Application Instructions:

Please send a resume and cover letter by August 1, 2014 to: HRO LA Search Committee, Room 4200, Legislative Office Building, Hartford, CT 06106 or reply online at HROEmployment@cga.ct.gov

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.