

Connecticut General Assembly
JOB OPPORTUNITY

Legislative Secretary

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

Open To: The Public
Location: Hartford
Hours: Full-time
Salary Range: \$44,128 - \$64,162
Closing Date: February 22, 2017

The Legislative Commissioners' Office (LCO), which is the nonpartisan legal services office for the Connecticut General Assembly, is seeking a full-time secretary. Primary responsibilities include processing bills and amendments considered by the General Assembly and updating the statute database in preparation for statute publication. The duties of the position include:

- Typing documents and reviewing and editing documents for grammar, clarity and accuracy;
- Providing complete administrative support to the office, including answering and directing telephone calls, composing and handling correspondence, greeting visitors, copying documents, faxing documents, and facilitating the timely flow of documents;
- Working long and often unpredictable hours of overtime, including a number of weekends and late nights, during certain parts of the year;
- Maintaining a positive and professional demeanor in a demanding workplace.

General Skills & Abilities

1. **Technology Skills** — Must be a fast and skillful typist proficient in Microsoft Word, and be comfortable with using office equipment such as fax machines, copiers, scanners, and multi-line phone systems;
2. **Verbal skills** - Excellent spelling, grammar and proofreading skills required. Good communication skills, both oral and written, are required.
3. **Attention to Detail** — Must compile and type complex legislation from a variety of sources into proper legal format from outlined instructions or established procedures. Attention to detail is critical in every task because final products are the bills and resolutions, and the *official* Public and Special Acts and Connecticut General Statutes.
4. **Organizational and Time Management Skills** — Excellent organizational skills are required.

5. **Interpersonal Skills** — Must work as part of a team with other secretaries to proofread and ensure accuracy of work under strict deadlines. Must be able to interact with people from all levels of the Legislature as well as members of the public. Interpersonal skills such as patience, tact, and the ability to maintain composure are valuable.
6. **Multi-Tasking Skills** — The ability to juggle multiple assignments and competing priorities is essential.
7. **Familiarity with Legislative Terminology and the Legislative Process** — Knowledge of the legislative process is a plus.

Minimum Requirements

High school diploma and at least three years clerical or secretarial experience with word processing experience; or any equivalent combination of education and experience. Must have the ability to work long and often unpredictable hours of overtime, including a number of weekends and late nights, during certain parts of the year.

Preferred but not required

B.A.; Experience as a legal secretary.

Application Instructions:

Please send resume and cover letter to Secretarial Search, Legislative Commissioners' Office, Legislative Office Building, Room 5500, Hartford, CT 06106-1591 to be received no later than 5:00 pm on February 22, 2017.

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.