

**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: Regular, Full-time, 8:30 a.m. - 5:00 p.m.
Salary Range: \$38,618 - \$51,859
Closing Date: April 1, 2015

General Knowledge

The Office of Legislative Research ("OLR") is the Connecticut General Assembly's nonpartisan research arm. We staff all non-fiscal Legislative committees; write reports for legislators and committees; analyze bills; summarize public acts; prepare reports summarizing acts affecting particular occupations, industries, and segments of the population; summarize major acts passed each session; and perform other services for the Legislature.

OLR's Legislative Secretaries are expected to perform high-value activities, such as proofreading and editing, formatting of a wide variety of research products, database maintenance, general maintenance for the office's website, office newsletter drafting and dissemination, raw data collection, and survey assistance. Strong writing skills, with special attention to grammar, are an integral part of the job.

The staff interacts continuously with the OLR analysts and Legislative Library staff, as well as with legislators and other legislative staff. Front receptionist duties, such as mail sorting, typing, supply orders, and other administrative tasks, are also handled by the legislative secretaries.

General Skills & Abilities

- 1. Technology Skills** — Must be proficient with computers and comfortable with using office equipment like fax machines, copiers, scanners, and multi-line phone systems. Must be able to type with speed and accuracy. Website and Access database management skills are a plus.
- 2. Writing Skills** — OLR legislative secretaries are responsible for editing and proofreading the various documents OLR staff produce and drafting entries for OLR's blog; thus, strong writing skills, with special attention to grammar, are an integral part of the job.
- 3. Attention to Detail** — Attention to detail is critical in OLR. Legislative secretaries handle the minutiae of daily activity in OLR and attention to detail is important in nearly every task, such as drafting and proofreading documents.

4. **Organizational and Time Management Skills** — Excellent organizational skills are fundamental to efficient OLR office operations. The documents OLR produces (reports, bill analyses, public act summaries, blog entries, task force reports, etc.) are time sensitive and must often be completed within a couple of hours or by the end of the business day.
5. **Interpersonal Skills** — Legislative secretaries interact with many people from all levels of the Legislature as well as lobbyists and members of the public, therefore, a pleasant and friendly personality is critical in this position. Other interpersonal skills such as patience, tact, and the ability to maintain composure are also valuable. Good communication skills, both verbal and written, are basic requirements for OLR legislative secretaries.
6. **Teamwork** — Legislative Secretaries must know how to get along with co-workers and collaborate with third parties to get the job done.
7. **Multi-Tasking Skills** — Legislative Secretaries work for more than one person on more than one matter. Simultaneously performing multiple tasks is second-nature to a competent OLR legislative secretary. They must know how to juggle multiple assignments and competing priorities and how to manage growing workloads.
8. **Familiarity with Legislative Terminology and the Legislative Process** — Knowledge of the legislative process is a plus.

Technical Skills

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

Minimum Requirements

High school diploma and at least two years clerical or secretarial experience with some word processing experience; or any equivalent combination of education and experience.

Preferred but not required

B.A.; Knowledge of the Legislature; Experience drafting blog entries; Proficiency with various social media tools (e.g. Twitter, Facebook, etc.).

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

Application Instructions

Select candidates will be invited to a brief introductory interview and asked to take a timed proofreading and editing skills test prior to being offered a formal interview.

Submit cover letter and resume to:

Office of Legislative Research
Attn: Secretarial Search
Room 5300, Legislative Office Building
300 Capitol Avenue
Hartford, CT 06106

Only hard-copy applications will be accepted. Applications **must be received by 5:00 pm, Wednesday, April 1, 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.