

Administrative Assistant Minnesota Legislature

The Office of the Revisor of Statutes, a nonpartisan office in the Minnesota Legislature, is seeking applicants for a permanent full-time Administrative Assistant position. This is an entry-level position. The position may require a heavy workload under rigid time constraints and long hours prior to and during the legislative session.

Job responsibilities include staffing the front office to provide reception and telephone assistance and perform clerical and administrative tasks. Duties include, but are not limited to:

1. answering incoming calls, determining the purpose of the callers, providing information as appropriate, and directing calls to staff members as appropriate;
2. greeting clients and other visitors and determining the nature and purpose of visit;
3. data entry, including extensive use of the legislative bill- and rule-tracking systems;
4. assisting in the distribution and delivery, inside and outside of office, of legislative bills and administrative rules;
5. distributing incoming mail and processing outgoing mail;
6. monitoring office supply inventory and ordering supplies; and
7. providing administrative support to management as requested.

Candidates must have a high school diploma, or the equivalent, and two years-experience working in an administrative-related position. A four-year college degree may substitute for the work experience. Candidates must be nonpartisan. Candidates must have good oral and written communication skills, good teamwork skills, strong organizational skills, the ability to multi-task, and experience with Word and Excel. Knowledge of the legislative process is desired. The recruiting range is \$35,912-\$66,137, depending on experience.

For the full job description, see <https://www.revisor.mn.gov/office/jobs/>

Cover letter and resume must be received no later than Monday, August 14, 2017, at

OFFICE OF THE REVISOR OF STATUTES

Attn: Administrative Assistant

700 State Office Building

100 Rev. Dr. Martin Luther King Jr., Blvd.

St. Paul, Minnesota 55155-1297

or by:

FAX to (651) 296-0569,

or by:

Email to Barbara.Vail@revisor.mn.gov

Equal Opportunity/ADA Employer