

Joint Committee on Administrative Rules

Administrative Assistant

EMPLOYMENT OPPORTUNITY:

The Joint Committee on Administrative Rules (JCAR) is seeking an Administrative Assistant. The position requires excellent organizational skills, attention to detail, good typing, spelling and proofreading skills, and a great attitude. The position works under the general direction of the Director and General Counsel of JCAR. This is a full-time position.

DUTIES AND RESPONSIBILITIES:

- Provide technical assistance to agencies filing rules
- Respond to inquiries from legislators and the public about the rulemaking process and status of rules.
- Assist with tracking the status of rules including entering rule filings in the internal database system
- Schedule and organize committee meetings, including scheduling rooms, preparing and distributing meeting notices, and assisting in preparing committee materials.
- Prepare minutes of committee meetings
- General Office administration (order supplies, keep calendar, etc.)

ESSENTIAL KNOWLEDGE AND ABILITIES:

- Working knowledge of office practices and procedures.
- Knowledge of grammar, spelling and the ability to type accurately at a working rate of speed.
- Ability to learn the legislative process.
- Ability to work under pressure of frequent deadlines.
- Ability to maintain confidential information.
- Ability to establish and maintain effective working relationships with Legislators, Legislator staff, and agency staff.
- Ability to communicate effectively verbally and in writing.
- Proficiency in basic computer skills.

TRAINING AND EXPERIENCE:

High school graduation or equivalent.

SALARY:

\$41,000 - \$50,000

HOW TO APPLY:

Send application, resume, cover letter and transcripts to Cindy Winthorst at 201 W. Capitol Ave., Room 434B, Jefferson City, MO 65101 or cwinthorst@senate.mo.gov.