

MISSOURI SENATE

Receptionist

(Legislative Session Only)

EMPLOYMENT OPPORTUNITY:

The Division of Senate Research is seeking a receptionist to work regular business hours during the Legislative Session (January to May) involving responsibilities for the operation of the Senate Research Staff office. 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 Research Director. Compensation shall be paid on an hourly basis at a rate to be determined as this is not a full-time salaried position.

DUTIES AND RESPONSIBILITIES:

- * Receives visitors and controls their access to the Research staff offices.
- * Primarily responsible for answering incoming telephone calls, referring callers to the appropriate analyst, and answering inquiries for legislative information.
- * Performs a variety of supportive secretarial duties for professional research staff, sets up, and maintains confidential files.
- * Maintains Senate Research bill logs and Senate Research library.
- * Processes fiscal note requests made to the Oversight Division.
- * Monitors the Senate schedule and hearing notices and assists staff in meeting their responsibilities to members and committees.
- * Enter data into the Senate's bill tracking system.
- * Performs other related work as required.

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 Senate members and their staff.
- * Ability to communicate effectively verbally and in writing.

TRAINING AND EXPERIENCE:

High school graduation or equivalent. Three years' experience in secretarial office management preferred.