



MISSOURI SENATE

Administrative Assistant

DEFINITION:

This position is a highly responsible and professional administrative position providing constituent assistance and office support to a member of the Missouri Senate. This is an in-person position located in the State Capitol Building.

DUTIES AND RESPONSIBILITIES:

This position is responsible for assisting a senate member with administrative functions as needed; receives telephone calls, emails, and visits from the member's constituents and the general public and provides an appropriate response in a timely manner; creates and maintains databases, files and other organizational systems; researches and tracks legislation, bills, and other related issues; coordinates field trips to the capitol; and other duties as required.

QUALIFICATIONS:

Successful candidates must have good customer service skills and the ability to operate a personal computer with a general proficiency in Microsoft Office. The position also requires the ability to communicate effectively both verbally and in writing, the ability to maintain professional confidentiality, the ability to establish and maintain effective working relationships, and the ability to stay organized and manage time effectively. A general knowledge of the legislative process is preferred.

APPLICATION PROCESS:

Please submit application of employment <https://www.senate.mo.gov/SenateApplication.pdf>, letter of interest and resume to Cindy Winthorst, State Capitol Building, 201 W. Capitol Avenue, Room 434-B, Jefferson City, MO 65101 or cwinthorst@senate.mo.gov.

You may also apply at <https://mocarriers.mo.gov/hiretrue/mo/senate/index.html>.