

## Administrative Assistant I

The Office of Legislative Services is seeking an Administrative Assistant I. The Administrative Assistant provides nonpartisan administrative support to the Office of Legislative Services within the General Court of New Hampshire. This role fulfills various customary administrative tasks within the Office, including answering the phone line, formatting of documents, and assisting legislative members and staff at the front desk.

Desired skills include:

- Excellent written and oral communication skills, including the ability to format and proofread documents.
- Excellent interpersonal and customer service skills.
- Ability to work within a fast-paced, deadline driven environment.
- Ability to maintain confidentiality.
- Proficiency in Microsoft Office with an ability to quickly learn other software.
- Ability to remain professional and nonpartisan while working in a political environment.

Salary range of \$39,098-\$54,210 based on qualifications and experience. The comprehensive benefits package includes health and dental insurance as well as retirement plans.

To apply, please submit cover letter and resume, by e-mail, to: [david.alukonis@leg.state.nh.us](mailto:david.alukonis@leg.state.nh.us)  
Applications must be submitted by September 30<sup>th</sup>, 2022. Please put your name and “administrative assistant application” in the subject field of the email.