

Support Division Administrative Assistant, II—Office of Legislative Services

Office Overview:

The Office of Legislative Services (OLS) provides legal, research, and support services to the elected members and the staff of the New Hampshire House of Representatives and the New Hampshire Senate (The General Court of New Hampshire)

The Administration and Support Division of OLS is the initial point of contact for elected members and staff to reach any staff member or division of OLS. The Division works closely with the OLS attorneys that write legislation for members of the House and Senate. OLS staff are responsible for document preparation and proof-reading, database, and records management, as well as communications with members, staff, and the public regarding legislation, the legislative process, and much more.

Responsibilities:

Under the direction of the Manager of the Administration and Support Division, the Support Division Administrative Assistant II:

- Is responsible for the records management functions within the division to include entering prime and cosponsor signoffs, withdrawals, and maintaining Legislative Service Request (LSR) lists, along with all other data entries, within the legislative management system (xmLegislator)
- Maintains and ensures an accurate listing of sponsor and cosponsor names for all legislation
- Prepares and proofreads LSR lists for review by the Director prior to the list being made public
- Works closely and in concert with the OLS attorneys within the legal division that produce documents at the request of elected members and staff of the General Court.
- Functions as the OLS receptionist by answering the telephone and forwarding calls, and assisting members and staff at the front counter
- Assists the Division Manager by reviewing, answering, and/or forwarding all email requests that come into the centralized OLS email inbox (over 15,000 per year).
- Answers inquiries by elected members and staff as to status of legislation and other requested documents, signoffs, deadlines, and other general inquiries by members and staff
- Proofreads the text of documents prepared by Administrative Support Division Administrator I's prior to those documents being sent to the appropriate attorneys for final approval and their subsequent distribution to requesting members and/or staff
- Assists the Division Manager by emailing out all attorney-approved documents to House and Senate members and staff, including proposed legislation, amendments, co-sponsor requests, committee of conference reports, enrolled bill amendments, etc.
- Works with strict deadlines requiring occasional extended workhours which may include weekends and late hours when the legislature is in session
- Assists the Division manager by maintaining a written manual of procedures used by OLS throughout the legislative session which explain the complexity of the legislative management system (xmLegislator) and which documents internal procedures as well as those which coordinate with other offices.
- Coordinates the enrollment of bills by ensuring that all bills sent to the Secretary of State are in correct and final form and correctly processed prior to their delivery to the Secretary of State.

- Develops relationships with all other offices of the General Court including House and Senate Committee Services, the offices of the House and Senate Clerk, the office of the Senate President, office of the Speaker of the House, the Legislative Budget Assistant Office, as well as the office of the Secretary of State.
- Maintains strict confidentiality regarding members' requests and internal materials
- Shall be able to perform all the tasks and duties that are assigned to all division staff when necessitated by deadlines and workload, including, but not limited to: formatting and typing of documents, archiving files, and the distribution of various printed publications to all offices and committees of the General Court
- Is responsible for maintaining inventory of office supplies and is the "point person" for ordering those items
- Performs the duties of the Support Division Manager in his/her absence
- Shall perform any other tasks as assigned by the Division Manager and/or Director

Knowledge, Skills & Abilities

- Strong organizational skills with the ability to manage, prioritize, and complete multiple projects under the time constraints of a fast-paced legislative environment
- Familiarity with legal and/or government operations and jargon
- Experience proofreading and editing complex documents
- Excellent written and oral communication skills
- Experience and demonstrated ability to handle complex situations in a deadline-driven environment
- Extensive experience and working knowledge of Microsoft Office 365 applications including Outlook, Word, PowerPoint, Excel, Planner and Teams.
- Strong customer service skills
- Ability to work independently and as a member of a team

Minimum Qualifications

- Associate's or bachelor's degree or relevant experience in a professional office

Salary

Range: \$43,290 minimum. You and your dependents are eligible for a wide range of comprehensive benefits including health, dental and life, retirement savings, and a variety of other options to help employees meet their family's needs.

How to apply

This is a great opportunity to join a dynamic office in the New Hampshire Legislative Branch. If this sounds like a good fit for you and a position that you would enjoy, please submit in MS Word or PDF format a resume and a cover letter explaining your interest and qualifications by email to david.alukonis@leg.state.nh.us. Please put your name and "Administrative Assistant II Application" in the subject field of the email (for example: John Doe, Administrative Assistant II Application).

The position will remain open until filled.

David J. Alukonis, Director

Office of Legislative Services

David.alukonis@leg.state.nh.us