



SENATE HUMAN RESOURCE SERVICES

Applicants sought for

Administrative Specialist

The Senate is seeking to fill the position of Administrative Specialist in the Documents and Records Office.

EXAMPLES OF WORK:

1. Administers advertising process for bills requiring notice; acts as staff liaison with newspaper; tracks confirmation, publication, and certification received dates; and annually updates necessary information on all parish journals.
2. Orders and tracks fiscal and actuarial notes for proposed legislation.
3. Processes bill requests for pre-session transmittal and pre-filing; transmits legislation for introduction during session; and prepares bill jackets.
4. Assembles and handles the signature and delivery of pretty/special copies of all commendations and condolences.
5. Prepares letters for resolutions requiring mail-outs and handles transmittal of all resolutions.
6. Compiles necessary documentation and tracks progress of study requests.
7. Maintains and supervises the use of postage meter, including keeping all records necessary to facilitate proper billing of individual supplemental expense accounts.
8. Oversees and serves as the first-line supervisor for student worker activities.
9. Coordinates all FedEx deliveries and reconciles all FedEx billing statements.
10. Assists Office Director in the final checking of enrollments of legislative instruments.
11. Handles electronic transfer of all Senate bills to newspaper when signed by the governor and enacted.

MINIMUM QUALIFICATIONS:

High school graduation plus five years of experience in secretarial and/or administrative work, preferably in legislative, governmental or legal work, or a combination thereof, which includes at least two years of experience in secretarial and/or administrative work which required independent judgment and responsibility for completion of routine office tasks with minimum supervision.

SUBSTITUTIONS:

1. Full-time training in secretarial science in a vocational-technical school or business school plus three years of experience in secretarial and/or administrative work.
2. A certificate of completion of a two-year secretarial science or office administration curriculum from an accredited college or university plus three years of experience in secretarial and/or administrative work.
3. College graduation in general business administration or a closely related field plus one year of experience in secretarial and/or administrative work.
4. Possession of a legal or professional secretary certificate from a nationally recognized program plus three years of experience in secretarial and/or administrative work.
5. Clearly evidenced and demonstrated ability to perform work of an administrative specialist subsequent to employment may be substituted for required experience on basis of one-year credit for each two years of experience.

If you desire to be considered for the position of Administrative Specialist, please complete a Senate Application and email or hand deliver it to Amber Guillot, Capitol Annex, Room B9, senatejobapplications@legis.la.gov by 4:00 pm, Friday, December 8, 2023.