

JOB TITLE: Administrative Assistant

DEPARTMENT: Georgia State Senate

JOB SUMMARY: This position is responsible for providing administrative support for a senate office.

MAJOR DUTIES:

- o Welcomes and assists visitors to the office.
- o Screens incoming calls for the office; assists callers, takes messages, and routes calls to the appropriate staff.
- o Responds to constituent inquiries.
- o Maintains files of Senators expenses.
- o Composes letters, memos, and other correspondence.
- o Opens and distributes the mail; faxes priority correspondence to the Senators district office.
- o Maintains an e-mail account for the Senator; reviews messages; researches and responds to messages or routes messages to appropriate staff members or to the Senator
- o Responds to invitations.
- o Stocks and organizes office supplies; reports equipment repair needs.
- o Schedules Senate pages from the Senators district.
- o Distributes or mails photographs taken during session.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of department policies and procedures.

- o Knowledge of office administration practices and procedures, such as letter writing and the operation of standard office equipment.
- o Skill in the use of computers and various software programs.
- o Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

GUIDELINES: Guidelines include the Georgia State Senate Staff Policy Manual and the rules of the Georgia State Senate. These guidelines are generally clear and specific, but may require some interpretation in application.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support for the senate office. Successful performance helps ensure the efficient operation of the office..

PERSONAL CONTACTS: Contacts are typically with co-workers, state and national elected and appointed officials, staff members of the General Assembly, lobbyists and legislative liaisons from organizations, members of the media, constituents, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office, library, or computer room where the employee may be exposed to noise.

COMMITTEE DUTIES:

- Visit Secretary of the Senate's office daily to pick up revised legislative tracking documents relevant to the work of your committee. Such documents include: First Readers, Composite Sheets, and the Rules Calendar.
- Pickup legislation in the office of Legislative Counsel.
- Compile folders for committee meetings.
- Staff committee meetings.
- Scheduling meetings, delivering notices and making copies.
- Record official committee minutes
- Submit official Committee reports.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over interns.

MINIMUM QUALIFICATIONS:

- o Ability to read, write, and perform mathematical calculations. Baccalaureate degree in a course of study related to the occupational field. (Political Science, International Affairs, Communication, etc.)

- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.