



POSITION VACANCY

SESSION ASSISTANT – ENROLLING DEPARTMENT Office of the Secretary of the Senate Georgia Senate – Atlanta, Georgia

About the positions: The Office of the Secretary of the Senate serves as custodian for all bills, resolutions, substitutes, amendments, records, papers and official documents filed with the Senate. In addition, the Office provides various services to the Senate, as well as to individual Senators. The employee is responsible for performing a variety of duties during the Legislative Session. Potential job functions include entering legislation developed in the Georgia Senate in an in-house legislative management system, updating legislation in the system as needed, working amendments and substitutes into bills, tracking, maintaining and emailing to a distribution list a schedule of formal presentations made in the Senate, obtaining signatures for and finishing resolutions, editing and proofreading documents, and performing various other administrative and clerical functions in support of Office and Senate operations. Specific functions will vary on a daily basis by position and are dependent upon the current needs of the Office and the Senate.

About the Senate: The Georgia Senate comprises 56 elected Senators and approximately 90 full-time staff members. The Senate and the House of Representatives jointly comprise the Georgia General Assembly, the legislative branch of the government of the State of Georgia. The Georgia General Assembly is a part-time legislature and holds Legislative Session for approximately four months each year beginning on the second Monday in January and continuing for forty non-consecutive days. More information about the Senate can be found at <http://www.senate.ga.gov>.

Supervisory responsibility: None.

Reporting responsibility: Reports to the Secretary of the Senate or a designated member of his staff.

Job location: All job functions are located at the State Capitol in Atlanta, Georgia. No travel will be required.

Minimum requirements: High school diploma. Comfort with working with a computer and ability to navigate easily between open screens is essential. Familiarity with Microsoft Word and Excel is desirable and experience with WordPerfect is helpful, though not required. A high level of attention to detail and accuracy is expected. Excellent reading comprehension and knowledge of spelling and grammar are required. Strong interpersonal communication skills, as well as ability to work well with others in an often fast-paced work environment are required.

Schedule: Dates of employment are early January 2020 through the end of the Legislative Session, estimated to be on or about April 1, 2020. Standard work hours are 8:00 a.m. to 5:00 p.m. Monday – Friday, but will vary from day to day. The employee must be available and committed solely to the Senate throughout the entire course of employment. The employee should expect to be in the office each day that the Senate is in session and should also expect extended work hours periodically throughout the period of employment. Employees are paid only for the days that they report for work. This is not a benefits-eligible position.

How to apply: Resumes may be submitted to Rich Snelson via email at rich.snelson@senate.ga.gov. Resumes should include a cover letter and may include references at the candidate's discretion. **All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews.** An applicant's current employer will not be contacted without the consent of the applicant. These positions will remain open until filled. Please contact Rich Snelson at 404-656-5040 for additional information.