



POSITION VACANCY

SESSION ASSISTANT GEORGIA SENATE – ATLANTA, GEORGIA

About the position: 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 Secretary of the Senate's Office provides a myriad of services to the State Senate as well as individual State Senators. The employee is responsible for performing a variety of duties in support of the Session responsibilities of the Secretary of the Senate's Office. Potential job functions include answering phones; researching, responding to, and resolving requests for assistance and information from Senators, Senate and Georgia General Assembly staff, and the general public; greeting visitors to the office; editing, proofreading documents; assisting in the relocation of furniture and in setting up Senatorial offices; lifting and delivery of office supplies such as paper and water; and performing various other administrative and clerical functions in support of Office and Senate operations. Specific functions will vary on a daily basis and are dependent upon the current needs of the Office and the Senate.

About the Senate: The Georgia State Senate is comprised of 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. Strong interpersonal, communication, and public relations skills required. Applicants must be motivated, multifaceted, efficient, and work well in groups. Ability to learn and operate light office equipment such as copiers, fax machines and collators. Ability to lift 40lbs.

Schedule and Compensation: Dates of employment are early January 2018 (specific date varies by employee) through the end of Legislative Session, estimated to be on or about April 1, 2018. Standard work hours are 8:00-6:00, 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 actually in Session and should also expect extended work hours periodically throughout the period of employment. Persons selected for the position will be paid at a rate of \$100/day worked, regardless of hours worked each day. Employees are paid only for the days that they report for work. This is not a benefits-eligible position.

How to apply: Résumés may be submitted to James Tripp via email at james.tripp@senate.ga.gov. Résumés may include a cover letter and/or 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 James Tripp at 404-656-5040 for additional information.