

SENATE LEGISLATIVE SERVICES STAFF EMPLOYMENT OPPORTUNITIES

A. Attorney

This position provides legal counseling and legislative and other governmental consultation, research, liaison, and drafting support. The position involves technical research and drafting in gathering, analyzing, and presenting, orally and in writing, substantive and statistical data and in preparing legislative instruments and other documents, monitoring implementation, execution, and interpretation of legislation, use of judgment and discretion, and analysis of state agency program operations. When assigned to a committee, involves updating members on issues, preparing, reviewing, and editing committee amendments and minutes, and answering questions regarding committee policies, procedures, and activities. Entails use of networked personal computer and overtime work.

Must possess license and be currently eligible to practice law in Louisiana.

Salary based upon experience with entry level being \$47,700. Benefits include participation in state employees' retirement system and the state's group insurance program.

B. Secretary

The position involves basic secretarial support for the Senate, Senate committees, Senators, and Senate professional staff, ensuring the smooth flow of correspondence and attention to matters in general office operations, the use of judgment and discretion, proficiency in the independent operation of networked personal computer involving the merging of information, text editing, and automated typing, and overtime work. When assigned as secretary to a Senate committee, involves making arrangements for committee meetings, including agenda and notice, editing and assembling minutes and committee reports, and answering questions regarding committee procedures and activities.

Must be high school graduate with a minimum of two years of experience in secretarial work, preferably in governmental or legal work, or both, AND type at least of 60 words per minute with no more than six errors in a five minute period.

Substitutions for two year experience requirement:

- (1) Full-time training in secretarial science in a vocational-technical school or business school plus one year of experience in secretarial work.
- (2) A certificate of completion of a two-year secretarial science curriculum from an accredited college or university.
- (3) Two years of college work which culminated in graduation in secretarial science or a closely related field.
- (4) Possession of a legal or professional secretary certificate from a nationally recognized program.

Salary based upon experience with entry level being \$26,500. Benefits include participation in state employees' retirement system and the state's group insurance program.

APPLICATIONS

Interested persons should submit a completed Senate application (<https://senate.la.gov/HumanResource/Forms/Employapplic.pdf>) and applicable college transcripts to the Senate Human Resource Office no later than October 15, 2021 by email, mail, or hand delivery.

Email - SenateHumanResources@legis.la.gov

Mail - Senate Human Resource, P.O. Box 94183, Baton Rouge, LA 70804.

Hand Delivery - Senate Human Resource, Basement, Capitol Annex.