

Applications sought for OPERATIONS AIDE in Senate Documents and Records Office.

The Operations Aide performs basic administrative and technical clerical work. Position involves carrying out important, delegated office management duties. Requires initiative, discretion, judgment, and tact in making decisions in a variety of areas. Involves responsibility for securing, controlling, maintaining, and distributing materials involved in office operations; ensuring the smooth flow of correspondence and attention to matters in office operations; performing varied clerical functions; and answering requests of an informational nature. Involves working with networked personal computer and entails overtime work.

Must be a high school graduate with a minimum of two years of experience in secretarial, clerical, or office administration work. Must type at least 45 words per minute with no more than six errors.

Substitutions available for two year experience requirement:

1. Full-time training in secretarial science or office administration in a vocational-technical or business school plus one year of experience in secretarial, clerical, or office administration work.
2. A certificate of completion of a two-year secretarial science or office administration curriculum from an accredited college or university.
3. Two years of credit work at a recognized college or university which culminated in graduation in secretarial science, office administration, or a closely related field.

Salary based upon experience with entry level being \$26,500.

Interested persons should submit a completed Senate application ([**SENATE FULL TIME APPLICATION FORM**](#)) to the Senate Human Resource Office **no later than June 24, 2020**, by email, mail, or hand delivery.

Email - SenateHumanResources@legis.la.gov

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

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