



SENATE HUMAN RESOURCE SERVICES

Applicants sought for

Secretary

The Senate is seeking to fill the position of Committee Secretary for several standing committees.

Job Summary:

Provides secretarial support for the Senate, Senate committees, Senators, and professional staff. Involves responsibility for ensuring the smooth flow of correspondence and attention to matters in general office operations and the use of judgment and discretion. Entails proficiency in taking and transcribing oral dictation and in the independent operation of networked personal computer involving the merging of information, text editing, and automated typing. Entails overtime work, particularly prior to and during legislative sessions, and in-state travel.

In order to be considered for the position you must meet the following academic/experience criteria:

- (1) High school graduation plus two years of experience in secretarial work, preferably in governmental or legal work, or both.
- (2) Typing a minimum of 45 words per minute with no more than six errors in a five-minute period.

If you desire to be considered for the position of Committee Secretary, please submit a Senate Application by email or hand delivery to Amber Guillot, Capitol Annex, Room B9, senatejobapplications@legis.la.gov by 4 pm, Friday, December 15, 2023.