SENATE HUMAN RESOURCES SERVICES

Applicants sought for

Operations Aide

The Senate is seeking to fill an Operations Aide position for the Documents & Records Office.

Job Summary:

Provides 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.

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, clerical, or office administration work.
2. Typing a minimum of 45 words per minute with no more than six errors in a five-minute period.

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 that culminated in graduation in secretarial science, office administration, or a closely related field.

If you desire to be considered for the position of Operations Aide for Documents & Records, please submit a Senate Application by email or hand deliver it to Senate Human Resource Services, Capitol Annex, SenateJobApplications@legis.la.gov by 4:00 pm, Tuesday, June 6, 2023.