

Support Division Administrative Assistant I—Office of Legislative Services

Office Overview:

The Office of Legislative Services (OLS) provides legal, research, and support services to the elected members and the staff of the New Hampshire House of Representatives and the New Hampshire Senate (The General Court of New Hampshire)

The Administration and Support Division of OLS is the initial point of contact for elected members and staff to reach any staff member or division of OLS. The Division works closely with the OLS attorneys that write legislation for members of the House and Senate. OLS staff are responsible for document preparation and proof-reading, database, and records management, as well as communications with members, staff, and the public regarding legislation, the legislative process, and much more.

Responsibilities:

Under the direction of the Manager of the Administration and Support Division, the Support Division Administrative Assistant I:

- Is responsible for timely and accurate formatting, typing, and processing of all legislative documents (bills, amendments, resolutions, conference committee reports, etc.) prior to OLS attorney approval and subsequent distribution to the requesting member and/or staff
- Shall ensure that all documents are in “camera ready” format prior to their release by OLS
- Works closely and in concert with the OLS attorneys within the legal division that produce documents at the request of elected members and staff of the General Court.
- Assists with records management functions within the support division during periods of high-volume workload to include entering prime and cosponsor signoffs, withdrawals, and maintaining Legislative Service Request (LSR) lists, along with all other data entries, within the legislative management system (xmLegislator)
- Proofreads and edits the work of other support staff, as needed, during periods of high-volume workload
- Provides general assistance to the Manager of the Administration and Support Division by performing general office tasks such as filing, answering, and forwarding telephone calls and emails, and manning the front desk
- Maintains a list of all General Court offices that maintain a set of legal publications (chapter laws, Revised Statutes Annotated (RSAs), supplements to the statutes, interim legislative updates, and volume replacements, etc.) and distributes those materials to those offices
- Creates and maintains paper files as necessary and archives those materials at the end of each legislative session
- Maintains and documents internal archives of paper files as well as “surplus” publications
- Maintains and continuously updates the “Chapters Affected List” throughout the course of the legislative session
- Provides additional clerical and administrative support to all OLS divisions as well as the director as needed
- Works with strict deadlines requiring occasional extended workhours which may occasionally include weekends and late hours when the legislature is in session

- Assists the Division manager by maintaining a written manual of procedures used by OLS throughout the legislative session which explain the complexity of the legislative management system (xmLegislator) which lays out internal procedures as well as those which coordinate with other offices.
- Develops relationships with all other offices of the General Court including House and Senate Committee Services, the offices of the House and Senate Clerk, the office of the Senate President, office of the Speaker of the House, the Legislative Budget Assistant Office, as well as the office of the Secretary of State.
- Maintains strict confidentiality regarding members' requests and internal materials
- Shall perform any other tasks as assigned by the Division Manager and/or Director

Knowledge, Skills & Abilities

- Strong organizational skills with the ability to manage, prioritize, and complete multiple projects under the time constraints of a fast-paced legislative environment
- Familiarity with legal and/or government operations and jargon
- Experience proofreading and editing complex documents
- Excellent written and oral communication skills
- Experience and demonstrated ability to handle complex situations in a deadline-driven environment
- Extensive experience and working knowledge of Microsoft Office 365 applications including Outlook, Word, PowerPoint, Excel, Planner and Teams.
- Strong customer service skills
- Ability to work independently and as a member of a team

Minimum Qualifications

- Associate's or bachelor's degree or relevant experience in a professional office

Salary

Range: \$39,097 minimum. You and your dependents are eligible for a wide range of comprehensive benefits including health, dental and life, retirement savings, and a variety of other options to help employees meet their family's needs.

How to apply

This is a great opportunity to join a dynamic office in the New Hampshire Legislative Branch. If this sounds like a good fit for you and a position that you would enjoy, please submit in MS Word or PDF format a resume and a cover letter explaining your interest and qualifications by email to david.alukonis@leg.state.nh.us. Please put your name and "Administrative Assistant I application" in the subject field of the email (for example: John Doe, Administrative Assistant I application).

The position will remain open until filled.

David J. Alukonis, Director
Office of Legislative Services
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