

## **Committee Legislative Assistant House Committee Services**

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The NH House of Representatives has two openings for Committee Legislative Assistants. These are full-time positions with a starting salary of \$43,290.00 annually.

The position provides administrative and clerical support to House committees during the legislative session. Performs a variety of administrative duties for members, legislative staff, and various standing and special committees during the off session under direction of the Director of Committee Services.

- Supports assigned committee chairs in administration of committees.
- Performs administrative duties such as scheduling bill hearings and committee meetings in xmLegislator System.
- Maintains bill files and tracks bills.
- Restricts unauthorized access to committee offices as directed by the committee chair.
- Distributes copies of bills to committee members prior to committee hearings.
- Coordinates, monitors and maintains study committees and commissions information and webpages.
- Performs administrative duties, including editing, word processing, photocopying and relaying messages.
- Performs such other duties of similar scope as may be required as directed by the Committee Services Director or Committee Chair.

**Education:** High School diploma, Associates Degree a plus or equivalent combination of education and experience.

- Strong organization skills
- Ability to work independently and use good judgment.
- Excellent English grammar and punctuation skills.
- Fluent in Microsoft Office 365 and other applications
- Strong communication skills.
- Ability to work under pressure and tight time constraints.
- Ability to maintain confidentiality of documents and information which may become known to her/him.

### **To Apply:**

Please email a cover letter and resume to [hcsjobs@leg.state.nh.us](mailto:hcsjobs@leg.state.nh.us) .