

Employment Opportunity:

Senior Legislative Secretary

SD Legislative Research Council, Pierre, South Dakota

The South Dakota Legislative Research Council, the nonpartisan research and support staff of the South Dakota Legislature, is accepting applications for a Senior Legislative Secretary. This position provides administrative support to the Legislative Research Council staff and to South Dakota legislators. Applicants must have knowledge of word processing applications and a willingness to learn computer programs that are unique to the South Dakota Legislature. Work assignments require a high level of accuracy and attention to detail while working within established timelines. Applicants should be eager for the opportunity to work in a positive, team environment and be honest, trustworthy, discreet, and have the ability to provide high level support.

Duties and Responsibilities:

- Process legislative documents and administrative rules for final distribution, including text editing.
- Provide support for legislative committee meetings, including room arrangements and composing, editing and distributing minutes of the meetings.
- Compose, edit and distribute letters, minutes, memos, legislative journals, forms and other legislative materials to produce accurate documents.
- Maintain the legislative library collection including coordinating binding and microfilming.
- Answer telephone and email communications and provide routine information.
- Conduct work in a professional, ethical, responsible and positive manner while working well with others to accomplish the goals of the Legislative Research Council.
- Act as a member of the operations team to ensure service is provided timely and accurately.
- Perform other duties as directed.

Applicants should have previous administrative and secretarial experience which includes working with various computer software programs. The ability to organize and express information concisely and effectively in a timely manner is required. Also, strong skills in business English, grammar and punctuation will be necessary. Applicants must have the ability to work with accuracy and attention to detail.

Salary Range: \$33,907 to \$50,860 DOQ.

Application Process: This position is exempt from the Career Service Act. Applications will be accepted through May 9, 2018. Applications or resumes for this position will be kept confidential. Please send a letter of interest and resume via hard copy or e-mail to:

Jason Hancock, Director
South Dakota Legislative Research Council
500 East Capitol Avenue, Pierre, SD 57501
E-Mail: LegisResume@sdlegislature.gov | Phone: 605-773-3251

