

Louisiana House of Representatives



House Legislative Services Job Posting

Position: Committee Administrative Assistant I

Supplemental Information

Full-time

Starting salary: \$37,990

The Louisiana House of Representatives, House Legislative Services (HLS), is seeking to fill a Committee Administrative Assistant I position. A Committee Administrative Assistant provides the administrative support necessary to staff standing and special committees as assigned. The assistant is required to produce accurate committee documents, prepare for and staff meetings, and maintain comprehensive and well-organized committee records. The assistant may backup and fill-in for other assistants and perform similar duties for other committees in the organization. The assistant participates in educational and training opportunities offered to develop the knowledge and skills necessary to effectively perform required duties. The assistant is required to work with other members of the staff for the success of the House of Representatives and House Legislative Services. The assistant is required to work overtime routinely during legislative sessions and periodically during the interim periods between sessions. The majority of overtime work occurs before and during session. The assistant may be required to travel for the purpose of staffing meetings held outside of the state capitol.

Minimum Requirements:

Must be proficient in performing clerical duties and word processing functions. Hiring team may request applicant to complete additional testing at the House of Representatives to demonstrate proficiency in drafting committee meeting minutes and test basic abilities and skills common to clerical and administrative support jobs.

Application Process:

To apply, please submit a letter of interest, resume, and completed job application (see below) to Cortny Jarrell via email at jarrellc@legis.la.gov.

Applications may be submitted by mail to: Cortny Jarrell, State Capitol Annex Building, P.O. Box 44197, Baton Rouge, LA 70804-4197.

Failure to provide sufficient evidence of qualifications in your resume may result in a “not qualified” determination.

The job application can be found at:

https://house.louisiana.gov/H_Staff/pdf/Application%20-%20Full%20Time%20Employment.pdf