

JOB ANNOUNCEMENT

SESSION AIDE FOR SENATOR REBECCA SALDAÑA

- Summary:** Full time, session-only position (January – April 2019).
- Mission Statement:** To provide the highest quality office support to the member and the member's Legislative Assistant to successfully fulfill the obligations of the member's elected position.
- Compensation:** Salary \$2768. Benefits are not provided.
- Reports to:** Member and Legislative Assistant
- Typical Work:** Answer multi-line phone; greet and direct office visitors; open and sort mail; assist Legislative Assistant in maintaining member's schedule; respond to e-mail and hotline inquiries as directed by the Legislative Assistant; communicate with constituents on case work and legislation; track progression of member's bills through the legislative process, including following-up on committee hearings; prepare and maintain bill files; conduct research to respond appropriately to constituents' inquiries and follow each through to conclusion; help manage an office intern; perform other work as required.
- Qualifications**
- Knowledge of:** Legislative process; general office practices.
- Ability to:** Exercise professional judgment and discretion, maintain confidentiality; communicate effectively, both orally and in writing; work cooperatively under the direction of Legislative Assistant and/or Member; organize and prioritize information for Legislative Assistant and/or Member; operate basic computer and associated software programs.
- Experience:** **Two years** of office/administrative experience or one year of post high-school education and one year of experience.
OR
Acceptable education, experience, and knowledge as determined by the Senator and/or the Legislative Assistant in consultation with the Secretary of the Senate.

If you would like to apply, please submit your resume, a letter of interest, and writing sample via e-mail to Ayla.Kadah@leg.wa.gov. Applications will be accepted on a rolling basis. We will begin reviewing applications and scheduling interviews on Dec. 10, 2018.

The Washington State Senate is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Sen. Saldaña's office at (360) 786-7688.