



MISSOURI HOUSE OF REPRESENTATIVES

JOB OPPORTUNITY

LEGISLATOR ASSISTANT

The House of Representatives is accepting resumes/applications for the position of Legislator Assistant. This is a highly responsible, professional administrative position providing general public information and office support.

Responsibilities include extensive contact and correspondence with district constituents and the general public, creating and maintaining calendars, coordinating and scheduling meetings, maintaining files and databases on a variety of legislative topics, and general office assistance.

This position requires excellent written and verbal communication skills, exceptional organizational skills and a proven ability to multi-task. The position also requires the ability to operate a personal computer with proficiency in Microsoft Office. Related administrative experience and a familiarity with the legislative process preferred.

The salary range for this position begins at \$2,418.00 per month. Please send letter of interest and resume/application to:

Missouri House of Representatives
Administration Division
State Capitol Building, Room B-22,
Jefferson City, MO 65101
Attention: Legislator Assistant

Resumes and letters may also be submitted electronically to: househr@house.mo.gov. For more information, please visit www.house.mo.gov.

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