



MISSOURI SENATE

Administrative Assistant

Definition

This is an advanced administrative position responsible for high-level support functions for the Missouri Senate. The position requires carrying out administrative responsibilities as designated by the Senate Administrator and works under the general supervision of the Senate Administrator.

Duties and Responsibilities

- Responsible for administrative support in the Administrator's office
- Type correspondence for the Senate Administrator
- Responsible for the following:
 - Documenting Senate Administration Committee Minutes
 - Logging Senate Administration Committee's approved travel
 - Coordinating requests from senator's offices
 - Scheduling of Senate Committee meetings
 - Preparing agendas and packets for Administration Committee meetings
 - Coordinating requests with senate operations
- Answers telephone calls and provides information to senate offices and the general public
- Arranges professional luncheons and dinner meetings, assists with the arrangements of district and state legislative conferences
- Maintains garage parking list
- Performs other related work as required

Essential Knowledge and Abilities

- Advanced knowledge of the principles and practices of office organization
- Knowledge of computer information systems and software applications
- Ability to maintain confidential information
- Ability to understand and carry out complex oral and written directions
- Ability to work under pressure of frequent deadlines
- Ability to establish and maintain effective working relationships with vendors, co-workers, members of the senate, other state agencies, and the general public
- Ability to communicate effectively

Training and Education

High school graduate or equivalent. Five years of progressively responsible experience in office administration or closely related work.

How to Apply

Submit cover letter, resume and application to Senate Human Resources, 201 W. Capitol Avenue, Jefferson City, MO 65101 or to cwinthorst@senate.mo.gov.

Applications can be found at <https://www.senate.mo.gov/SenateApplication.pdf>

You can also apply at <https://mocareers.mo.gov/hiretrue/mo/senate/index.html>