

Arizona House of Representatives
Administrative Services Division
1700 W Washington
Phoenix, AZ 85007

Position Announcement: *Administrative Assistant*

Job Description

General office administration and support for Members of the Arizona House of Representatives concentrating in the areas of communications, written and oral, between Legislative Members, Staff, Constituents, outside interest groups, other State agencies and local governments.

In this position, you will perform independently and with a team to produce high quality and timely results. Responsibilities also include fielding telephone calls, receiving and directing visitors, word processing, maintaining a filing system, special projects, compiling data and preparing reports, assisting in coordination of activities with other departments, agencies and organizations.

Qualifications

At least two years of experience as a Customer service representative or Administrative experience.

Skills and Abilities:

Working knowledge of Microsoft Outlook, Excel & Word

Problem resolution and professional interpersonal skills

Multi-task and Prioritize duties

Take responsibility for assigned duties

Maintain confidentiality

Spanish Speaking is a plus

This position requires a non-partisan demeanor, and the willingness to work for either political party.

Annual Salary and Benefits

Starting Salary is \$36,225

The State of Arizona provides an excellent comprehensive benefit package including:

- Affordable medical, dental, vision, life insurance, and disability plans
- A top-ranked [retirement program](#)
- 10 paid holidays per year
- Accrued vacation and sick days
- An incentivized [commuter club](#) and public transportation [subsidy program](#)
- Work-life balance and wellness program

Selection Process

Some positions may take 4 to 6 weeks to fill. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for a special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview.

Deadline to Apply:

Until filled

Interested individuals should email a letter of introduction and resume to:

Email: jbabel2@azleg.gov and ahall@azleg.gov