

Arizona House of Representatives
Position Announcement Opening for
Administration Assistant

The Arizona House of Representatives is currently accepting resumes for the position of Administrative Assistant. This position is a non-partisan and provides comprehensive administrative and operational support to Members of the House of Representatives and assists in the efficient functioning of legislative offices.

Job Description

The Administrative Assistant provides comprehensive administrative and operational support to a Member of the Arizona Legislature. This position requires exceptional organizational skills, attention to detail, discretion, and the ability to manage multiple priorities in a fast-paced environment. The successful candidate will serve as the primary point of contact for constituents, stakeholders, legislative staff, and other government offices while ensuring the Member remains informed, prepared, and organized.

Administrative Support

- Answer and screen incoming telephone calls.
- Manage the Member's calendar, appointments, and daily schedule.
- Coordinate meetings with constituents, stakeholders, legislative staff, and other elected officials.
- Reserve meeting rooms and coordinate logistics for meetings and press conferences.
- Ensure the Member is prepared for scheduled meetings and events.
- Sort, prioritize, and distribute mail and correspondence.
- Manage invitations and RSVPs on behalf of the Member.
- Provide coverage for other legislative offices as needed.

Calendar and Meeting Management

- Maintain an accurate and up-to-date calendar.
- Coordinate scheduling with internal and external stakeholders.
- Provide timely reminders regarding meetings, committee hearings, caucus meetings, and floor sessions.
- Ensure the Member has all necessary materials prior to meetings, hearings, and legislative activities.

Constituent Communications

- Draft and respond to constituent correspondence.
- Personalize and distribute newsletters and email communications.
- Assist with constituent inquiries and direct requests to appropriate legislative staff or agencies.

- Maintain professional communication with constituents, community leaders, and stakeholders.

Email and Information Management

- Assist in organizing and managing email communications.
- Establish and maintain email filing systems, folders, and Outlook rules.
- Monitor important communications and alert the Member to time-sensitive matters.
- Maintain accurate electronic and paper filing systems.

Contact Database Management

- Maintain and update constituent, stakeholder, and professional contact databases.
- Enter and organize contact information from correspondence and meetings.
- Create and maintain distribution lists for newsletters, stakeholder meetings, and community outreach efforts.
- Develop and maintain lists of key community stakeholders within the legislative district.

Legislative Support

- Conduct basic legislative research using legislative information systems.
- Track legislation sponsored by the Member and monitor bill progress.
- Maintain records of bill requests, drafts, introductions, and legislative deadlines.
- Monitor committee agendas and notify the Member of updates or revisions.
- Assist in preparing legislative materials, bill summaries, and supporting documents.
- Coordinate with legislative staff regarding committee briefings and policy information.

Research and Special Projects

- Conduct non-policy research assignments as requested.
- Compile contact lists, community resources, and background information.
- Retrieve articles, publications, and reference materials relevant to the Member's interests and responsibilities.
- Assist with special projects and administrative initiatives.

Drafting and Document Preparation

- Draft letters, emails, proclamations, certificates, recommendations, and recognition documents.
- Prepare correspondence on behalf of the Member.
- Create and edit reports, presentations, and informational materials.

Minimum Qualifications

- Experience in administrative support, clerical work, or office management.
- Excellent research, organizational, written communication, and public speaking skills.
- Demonstrated ability to work effectively both independently and as part of a team.
- Flexibility and adaptability to changing priorities and deadlines.
- Ability to work extended hours during the legislative session as needed.
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Strong customer service and interpersonal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.

Salary and Benefits

The salary for this position is \$50,715. Benefits include membership in the Arizona State Retirement System, health insurance and optional deferred compensation and medical reimbursement account.

Interested individuals should email a letter of introduction and resume no later than Monday, 12/01 to:

Jana Babel

Supervisor House Administration

Arizona House of Representatives

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