

State of Alabama
Legislative Services Agency
11 South Union Street, Suite 613
Montgomery, Alabama 36130

POSITION TITLE: Administrative Assistant and Resolution Writer, Legal Division

(A non-merit position)

LOCATION: LSA, State House, Montgomery, Alabama

POSITION OVERVIEW: The Legislative Services Agency (LSA) is a nonpartisan office that provides legal, fiscal, and professional support to the Alabama Legislature. LSA is seeking an energetic, outgoing, and friendly individual to join the administrative support staff of the agency. This is a full-time position that involves communicating with members of the Legislature and the public and provides administrative, drafting, research, and communication support to bill drafting attorneys.

The individual hired for this position must always display professionalism, nonpartisanship, and confidentiality. The candidate must have the ability to excel in a fast-paced environment, commit to working as a team, and be able to work extended hours during the legislative session. Lastly, the ideal candidate must possess excellent phone etiquette, typing and communication skills, and a thorough knowledge of standard English language conventions and usage.

DUTIES AND RESPONSIBILITIES:

- Answer phones and greet guests as needed, direct calls, and escort guests inside the office.
- Type, process, and prepare a wide range of legislative documents, including bills, amendments, reports, memoranda, resolutions, and correspondence using Adobe, MS Office, and the agency's software system.
- Support special projects throughout the year, including legislative events, interim work, and large document reviews.
- Write legislative resolutions by extrapolating important facts from information provided or additional research using a template and the agency's drafting software.
- Assist other support staff with various functions as needed and perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED certificate and 2 years' experience in an administrative support role.
- An associate's degree or higher may be substituted for required experience.

POSITION DETAILS:

All employment with the Legislative Services Agency is at will. Employees of LSA receive the same benefits provided to State merit-system employees, including health insurance provided by Alabama State Employees' Insurance Board, a defined benefit pension plan provided by Retirement Systems of Alabama, and follow the same holiday and leave policies as merit employees. **The LSA is an Equal Opportunity Employer. Note: A criminal background check will be conducted before an official offer of employment is made.**

Starting Salary: commensurate with education and experience.

How to Apply for This Position:

Qualified applicants must submit a resume, a cover letter of interest, and references to Letitia Hendricks, Human Resources Manager, at recruitment@lsa.state.al.us, Subject: Administrative Assistant and Resolution Writer, Legal Division. Additional information, including copies of diplomas, transcripts, and references, may be requested. **Note: Submission and review of documents do not guarantee an interview.**

This position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER