
**STATE OF MONTANA
2003 LEGISLATIVE POSITIONS**

HOW TO APPLY

The Montana State Senate and House of Representatives are recruiting temporary **Committee Secretary and Committee Aide positions** for the 58th Legislative Session. These positions offer a challenging and exciting opportunity to work with the Legislature.

- Employment Dates:** Approximately mid-December 2002 through April 2003. Mandatory training is scheduled for December 30, 31, January 2, and 3. Some positions end after transmittal on the 45th day of the session.
- Rate of Pay:** Committee Aide: Typically begin at \$5.15/hour
Committee Secretary: \$10.46 - \$13.80/hour depending on qualifications.
- Application Process:** Complete and submit a **Montana Legislature Application for Session Employment** to one of the addresses listed below by **December 2, 2002**. We recommend you include a cover letter, resume, and Job Service typing test (if applicable) with your application materials.
- Selection Process:** Selection procedures used to evaluate an applicant's qualifications may include an evaluation of the **Montana Legislature Application for Session Employment**, a Job Service typing test, a proofreading/editing test, a structured verbal interview, and reference checks. The House or Senate will contact applicants that are selected for the structured verbal interview.
- For More Information:** Application forms are available on the Legislative Branch website at leg.mt.gov/employment.asp or
request in person: Legislative Services Division
Room 110, State Capitol
Helena, MT
request in writing: Legislative Services Division
P.O. Box 201706
Helena, MT 59620
- Phone/Fax** (406) 444-3064 Fax: (406) 444-3036
- Special Considerations:** Employment during the legislative session requires a high degree of **dependability**, and a **commitment** to work the entire 90-day session. **Timely and reliable attendance** is essential. Filling these positions is dependent on availability and the specific needs of the Legislature.
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AVAILABLE HOUSE AND SENATE POSITIONS

Committee Aide, House and Senate

These three positions provide support to various committees and Committee Secretaries in the ongoing coordination and operation of committee meetings. Duties include assembling and updating bill reference packets, preparing committee hearing rooms for daily business, and assisting with clearing and cleaning meeting rooms. The Committee Aide is typically supervised by a Committee Secretary.

Committee Secretary, House

This position serves as secretary for the assigned Standing Committee(s) or Joint Appropriation Subcommittee(s). Duties include preparing information and other resources for committees; documenting and providing administrative support for meetings; and preparing minutes and other formal records. The position reports to the Assistant Chief Clerk and the assigned Committee(s) or Subcommittee(s), and supervises assigned Committee Aides.

Committee Secretary, Senate

This position serves as secretary for the assigned Standing Committee(s). Duties include preparing information and other resources for committees; documenting and providing administrative support for meetings; and preparing minutes and other formal records. The position reports to the Secretary to the Secretary of the Senate and the assigned Committee(s) and supervises assigned Committee Aides.

KNOWLEDGE, SKILLS, AND ABILITIES

The **Committee Secretary and Committee Aide** positions require the following general knowledge, skills, and abilities:

- Knowledge of general office procedures. Secretarial and word processing position require a verified typing speed of no less than 50 words per minute.
- Secretarial positions require the ability to observe and document meeting proceedings with respect for accuracy, timeliness, and completeness. This requires recording meeting actions using shorthand, speedwriting or other note-taking techniques; transcribing tape recordings of the meeting; and creating official documentation of each meeting.
- Exercise sound judgment and interpretation in indicating the key information, testimony, or proceeds that should be documented and flagged for reference.
- Communicate effectively in person, over the phone, and in writing. The position communicates complex information to committee members, other legislators, lobbyists, legislative staff, legal counsel, and members of the public. The position requires a demonstrated writing ability using business English, grammar, and spelling.
- Excellent human relations skills. The incumbent must work well with people under stressful and demanding conditions; develop and maintain effective working relationships with a variety of individuals; work independently and with initiative; identify when to ask for help, and be

willing to ask for help when appropriate; and to follow procedures expected of all staff in a professional manner.

- Proven proficiency in accomplishing a great deal of work in limited time, ability to use time honestly and wisely, and willingness to a rigorous schedule starting early in the morning and occasionally reconvening in the afternoons or evenings for the first half of the session. Positions require a person who is organized, flexible, and dependable.
- Knowledge of personal computers and typical business software applications including word processing, desktop publishing, spreadsheets, email, and electronic calendars.
- A basic knowledge and interest in the legislative process and/or subject as pertaining to appropriations and budgeting. The position also requires knowledge of precedent, parliamentary protocols, and other procedures.

QUALIFICATION REQUIREMENTS

The required knowledge, skills, and abilities are generally acquired through graduation from high school and two years related education and/or work experience including computers, secretarial support and customer service.

WORKING CONDITIONS

This position works in a normal office environment. The position requires the ability to move throughout the various floors of the Capitol and perform light lifting to transport supplies and materials to the appropriate location. The position may involve overtime and a hectic schedule in order to meet the transmittal deadline.
