

## Vacancy Announcement

### ADMINISTRATIVE ASSISTANT Legislative Council

**Location:** Bismarck

**Salary:** \$2,200/month

**Benefits:** State health, retirement, and other benefits

**Closing Date:** February 21, 2012

**Position Number:** None

**Status:** Full time, Unclassified

**Type of Recruitment:** Internal/External

**Job Order Number:** None

**Date Posted to Web:** February 7, 2012

#### Minimum Qualifications:

Requires a postsecondary degree with coursework in office support, administration, business, or business management; computer science coursework; and directly related experience that includes performing a variety of complex office support, clerical, or secretarial duties; computer skills (skilled typist with knowledge of personal computers, hardware, software, and related applications and systems); and extensive knowledge of correct English usage, spelling, punctuation, and legal and legislative terminology.

#### Preferred Qualifications:

Ability to learn new software and features. Ability to proofread and correct prepared materials for correct grammar, spelling, punctuation, format, syntax, and content and demonstrate accuracy, thoroughness, and attention to detail. Ability to work under frequent pressure of deadlines. Ability to apply office procedures to work situations. Ability to shift frequently from one project to another. Ability to follow complex written and oral instructions. Ability to communicate effectively in both written and oral form. Ability to maintain effective working relationships with others. Ability to use diplomacy and discretion in providing information and in referring and directing callers and visitors. Ability to maintain confidentiality.

#### Application Procedures:

- Submit a completed [State of ND Application for Employment \(SFN10950\)](#) cover letter, resume and references, college transcript, and proficiency test scores in **speed typing, spelling, grammar, Microsoft Word**, and **Excel** from Job Service North Dakota dated in the last 90 days. Also, provide details in the employment history sections of the application form on how your education, experience, and skills will qualify you for this position.
- Applicants must be legally authorized to work in the United States.
- All application material must be received by **5:00 p.m.** on the closing date at the following address:

Jason Steckler  
Legislative Council  
600 East Boulevard Avenue  
Bismarck, ND 58505

#### Summary of Work:

Duties associated with nonpartisan legislative office services, including extensive software skills in website content management; spreadsheets; graphics; databases; desktop publishing; adapting software to particular office needs; preparation, modification, retrieval, and storage of office documents and postal and e-mail correspondence from verbal, written, or recorded instructions; assists as backup receptionist and proofreader; provides administrative support for other office areas; and performs other duties as directed.

[\(Job Description/Administrative Assistant\)](#)

#### Equal Opportunity Employer

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.