

JOB DESCRIPTION - LEGISLATIVE COUNCIL

Front Desk Specialist

The Legislative Council is the full-time legislative service agency for the Legislative Assembly. The Legislative Council staff performs various tasks such as budget review, legislative research, bill drafting, interim committee staffing, as well as publication of Session Laws, the North Dakota Century Code, and the North Dakota Administrative Code. The Legislative Council staff consists of attorneys, accountants, researchers, and information technology and legislative services specialists who serve on a strictly nonpartisan basis.

Summary of Work

Under general direction of the Administration Unit Supervisor or Administration Unit Supervisor's designee, greets visitors at the front desk and answer telephone calls and emails to the office; answer inquiries or direct the inquiries to the appropriate staff member; perform various office duties, including those associated with information processing systems; create, store, retrieve, and modify records stored in databases from verbal, written, or recorded instructions; and perform other duties as directed.

This position will:

- Serve as receptionist; determine nature of call or visit by legislators, state agencies, or the general public and ascertain their general area of need; address their need or direct calls to the appropriate staff member; handle office emails; and maintain meetings in outlook calendar;
- Successfully navigate the Legislative branch website and other sources for proper information and respond to inquiries;
- Perform word processing functions for correspondence, legislative documents, and other related documents;
- Review Legislative Council voicemail for messages, respond or forward the information to the appropriate staff member, and change voicemail message when necessary;
- Retrieve and distribute daily office mail and prepare outgoing mail;
- Accept and sign for packages;
- Arrange and prepare for committee meeting setup;
- Maintain committee information for digital signage use;
- Prepare committee meeting reminder notice;
- Process employee leave cards, document leave taken, and provide correct information to the legislative administrative officer;
- Maintain legislative social calendar;
- Maintain legislative session housing information for legislators;
- Assist with the distribution of bill drafts to legislators; and
- Maintain legislative session journal indexing.

Essential Skills and Abilities:

- Interest in people and their information needs;
- Ability to work accurately and quickly with tact and cordiality;
- Ability to communicate effectively;
- Ability to operate office equipment;
- Ability to work under frequent pressure of time deadlines and close working conditions;
- Ability to apply office procedures to work situations;
- Ability and willingness to learn new software systems and procedures;
- Ability to shift frequently from one project to another;
- Ability to maintain effective working relationships with others;
- Ability to handle sensitive and confidential information in a proper and appropriate manner; and
- Ability to remain objective and nonpartisan regarding all legislative matters.

Desirable Knowledge:

- Understanding of the functions of the Legislative Council and the Legislative Assembly;
- Working knowledge of state government;
- Knowledge of each staff member's area of responsibility to serve effectively the legislative branch and the general public;
- Extensive knowledge of English, grammar, spelling, and punctuation;
- Knowledge of resource materials and general office procedures and practices with attention to detail, form, and consistency; and
- Working knowledge of the general range and existence of rules, procedures, or methods related to duties that comprise the work associated with information processing.

Minimum Qualifications:

- Requires 2 years of experience in office support, administration, business, or business management, which includes performing a variety of high-level office support, clerical, or secretarial duties.
- Coursework in a related field may substitute for the work experience requirement on a year-for-year basis.
- Computer skills (knowledge of personal computers, hardware and related applications).
- Knowledge of correct English usage, spelling, and punctuation.

Salary:

\$3,167 per month plus, depending on experience and qualifications.

APPLICATION PROCEDURES

- https://www.cnd.nd.gov/psc/recruit/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?FOCUS=Aapplicant&SiteId=11000 Keyword search: 3011174
- Attach a cover letter and resume. Also, provide details in the employment history sections of the online 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.
- Submit application, cover letter, and resume by 5:00 p.m., Monday, August 20, 2018

For more information about the position or general questions about the application procedures contact:

Donavan Klein
701-328-2916

TTY Number: ND Relay Service 1-800-366-6888 (text); 1-800-366-6889 (voice)

If you are experiencing technical difficulties with the application process or uploading attachments, please contact recruiter@nd.gov or 701-328-3290.

EQUAL EMPLOYMENT OPPORTUNITY

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

As an employer, the state of North Dakota prohibits smoking in all places of state employment in accordance with North Dakota Century Code Section 23-12-10.