

# OKLAHOMA SENATE

## VACANCY ANNOUNCEMENT Chamber Receptionist

The Oklahoma Senate is seeking applications and resumes for the temporary (session-only) position of Chamber Receptionist.

### Duties:

- Primary duties involve greeting, answering questions, and directing visitors to the Capitol.
- As Chamber Receptionist, act as primary point of contact in front of the Senate Chamber before and during daily Senate sessions.
- Work closely with visitors to the Senate including agency liaisons and representatives, state Representatives, and lobbyists to facilitate timely communication to members in the Senate Chamber.
- Assists High School student Senate Pages with their assigned tasks at the Chamber Receptionist desk, to deliver messages to Senators in the Chamber.
- Other duties as assigned.

### Skills and Experience Requirements:

- Knowledge of telephone systems and etiquette, and basic knowledge about the legislative process and terminology.
- Skill in dealing with individuals in various and sometimes difficult situations while maintaining courtesy, diplomacy, and utmost confidentiality in recording and relaying information accurately.
- Ability to exercise discretion.
- Previous receptionist work and general office work involving frequent public contact preferred.
- Data processing skills required.

### Pay and Availability Needed for Session Only Service:

- Schedule requires full availability prior to and throughout the legislative session (mid-January through the end of May). Pay is \$20.60/hour, with a minimum of 4 hours a day, 4 days a week guaranteed.

Email resume and/or completed application form to: [hrsenate@oksenate.gov](mailto:hrsenate@oksenate.gov)

OR

Mail or deliver to:

Oklahoma Senate, HR/Personnel Services, 2300 North Lincoln Blvd., Room 309.1C, Oklahoma City, OK 73105-4808

Posted: 10/28/2022  
Open until 12/2/22