

OKLAHOMA SENATE

VACANCY ANNOUNCEMENT Committee Staff Coordinator

The Oklahoma Senate is seeking applications and resumes for the position of Committee Staff Coordinator.

DEFINITION:

Under supervision of or as assigned by the Director of Committee Staff, performs administrative support and other duties for the Senate Committee Staff Division.

EXAMPLES OF WORK PERFORMED:

Coordinates all duties related to Senate advice and consent of executive nominations and performs duties related to the confirmation process as required. Requires communication with the Governor's office, Majority Floor Leader's office and sponsoring Senator's offices.

Prepares and distributes meeting notices, agendas and other materials for committee meetings, task forces, staff meetings, etc. and reproduces and assembles materials for such meetings or task forces. Duties include utilizing and overseeing weekly pages for compilation of meeting packets all committee meetings.

Responsible for Committee Staff's conference committee process. Works with analysts to prepare conference sign out sheets; transmits signed sheets to the House; tracks conference committee reports through the process.

Responsible for maintaining updated list of sunset agencies, task forces, and commissions.

Provides general administrative support to Committee Staff as needed; assists with research projects, bill tracking, or other special projects as directed by Director of Committee Staff or Chief Operating Officer.

Performs other related Senate work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of legislative process and terminology; of business office decorum and standard procedures; of Senate staff policies and procedures, reporting requirements, and the Oklahoma Open Meeting Act; of data processing applications and telecommunications systems used by Senate Service Staff; of spelling, punctuation, and business English.

Skill in communicating information clearly and concisely; in receiving and following through on instructions from others; in establishing and maintaining effective working relationships with others; in completing assignments in a timely manner; in managing and prioritizing multiple tasks and duties; in using word processing, database and spreadsheet software; in maintaining readily accessible files; in recording information accurately; in following oral and written instructions; in working under pressure to meet deadlines; and in complying with directions.

EDUCATION AND EXPERIENCE:

At least two (2) years of experience in standard clerical and office procedures and duties; knowledge of the legislative process preferred.

Email resume and/or completed application form to: 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

Open: 6/21/2022
Close: 7/08/2022