

# OKLAHOMA SENATE

## JOB POSTING

### Executive Assistant

A Republican state Senator is seeking a full-time Executive Assistant to manage their state Capitol office by communicating with constituents and assisting with the legislative process. The ideal candidate will be proactive, highly organized, and committed to the mission of serving the people of Oklahoma. This role demands integrity, trustworthiness, and a strong work ethic, as well as the ability to multitask and communicate effectively, both in writing and verbally. They should be comfortable working in a high-demand environment and be skilled at improvising and changing direction when necessary.

The Executive Assistant works under the direct supervision of the assigned Senator subject to Senate employee policies.

#### Job responsibilities include:

- Manage Senator's legislative and official schedule with coordination of scheduling requests;
- Serve as the first point of contact for constituents. Show empathy and professionalism in addressing concerns, connecting individuals with resources, and helping them navigate government systems;
- Maintain a strong understanding of current public policy issues;
- Establish and maintain an effective system for tracking the Senator's sponsored bills and other legislation as requested;
- Assist in preparing reports, conducting research as needed, maintain current files of legislation in office and on Senate floor for daily agenda;
- Coordinate bill and amendment drafting requests with staff and those requesting legislation;
- Manage the Senator's correspondence and take appropriate action, including proofreading to ensure all communications, reports, and documents are polished and error-free;
- Build and maintain relationships with stakeholders, especially within the Senator's district;
- Manage office supplies and Senate office supply account;
- Submit Senator requests for mileage and per diem reimbursement; and
- Perform other related Senate work as required and assigned.

#### Experience, knowledge, and skills of the ideal candidate include:

- Strong interpersonal skills with a commitment to constituent service and community engagement;
- High level of discretion, confidentiality, and independent judgment with respect to prioritization of scheduling appointments;
- Collaborate effectively with colleagues, other legislative offices, and constituent groups;
- Basic knowledge of legislative process and terminology preferred;
- Computer skills including proficient knowledge of Office 365 and Microsoft Office suite;
- Strong attention to detail; and
- Work cooperatively and courteously with others and possess temperament to communicate with a variety of personalities and divergent views in a tactful, pleasant and professional manner.

#### EDUCATION AND EXPERIENCE:

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

#### SALARY:

The annual salary is \$60,500, plus an **excellent** state employee benefits package.

Open: 7/7/2026  
Close: 7/24/2026 or until filled

This position offers the opportunity to work closely with a committed legislator and make a meaningful impact in the community. If you are passionate about public service, possess the integrity and skills needed to excel in a fast-paced environment, and are eager to contribute to the success of a Republican state Senator, we encourage you to apply.

To apply, please email your resume to: [hrsenate@oksenate.gov](mailto:hrsenate@oksenate.gov) OR mail or deliver to:  
Oklahoma Senate, HR/Personnel Services  
2300 North Lincoln Blvd, Ste 309.1C  
Oklahoma City, OK 73105-4808