

**OKLAHOMA SENATE
VACANCY ANNOUNCEMENT**

Executive Assistant

The Oklahoma Senate is seeking applications and resumes for the position of Executive Assistant for the office of a Republican Senator.

DEFINITION:

Performs administrative, clerical, and general office work for a member of the Oklahoma Senate while maintaining general operation and supervision of the district office.

Works under the direct supervision of the assigned Senator subject to Senate employee policies.

EXAMPLES OF WORK PERFORMED:

Manages Senator's legislative and official schedule with coordination of scheduling requests and submits Senator requests for mileage and per diem reimbursement.

Maintains current files of legislation in office and on Senate floor for daily agenda; coordinates bill drafting requests with staff and those requesting legislation.

Assists constituents and others with case work at direction of the Senator by providing information directly or referring constituents to appropriate staff, state agency or federal offices.

Manages the Senator's correspondence and takes appropriate action.

Develops and manages contact network of local governments, businesses, individual constituents and other groups within legislative district represented by the assigned Senator.

Manages office supplies and Senate office supply account.

Establishes and maintains an effective system for tracking the Senator's sponsored bills and other legislation as requested.

Performs other related Senate work as required and assigned.

KNOWLEDGE AND SKILLS:

Basic knowledge of legislative process and terminology preferred; knowledge of business office decorum and standard procedures; and computer skills including proficient knowledge of Office 365 and Microsoft Office suite.

Strong oral and written communication skills; ability to multitask; ability to exercise discretion and independent judgment with respect to prioritization of scheduling appointments; strong organizational and filing skills; strong attention to detail; ability to work cooperatively and courteously with others; and 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.

Open: 4/19/2023
Close: Until Filled