

Connecticut General Assembly
JOB OPPORTUNITY
Legislative Administrative Assistant

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Hartford
Hours: Full-time
Closing Date: August 12, 2022, 5:00pm

General Knowledge:

The Office of Legislative Management is seeking a full-time Administrative Assistant to work as a key member of the front office support team in a fast - paced business office. We are seeking an experienced individual with demonstrated skills in communicating effectively, working under pressure, and handling multiple tasks while answering high volume telephone inquiries. Responsibilities include:

- Coordination of special events
- Scheduling meetings rooms
- Working with outside groups and elected officials
- Excellent Microsoft Word experience
- Very strong customer service skills

Minimum Requirements

High school diploma plus a minimum of two years secretarial experience or equivalent combination of education and experience. Must have the ability to work overtime, including nights and weekends, during legislative sessions.

Application Instructions:

Please send resume and cover letter via email to CGAEmployment@cga.ct.gov indicating Administrative Assistant in the subject line. Interested applicants must apply by 5:00pm on August 12, 2022.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.