

Connecticut General Assembly
JOB OPPORTUNITY
Committee Clerk – House Democratic Office

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

Open To: The Public

Location: Hartford

Hours: Full-Time

Closing Date: November 22nd, 2022, by 5:00 pm

General Experience:

Oversees the day-to-day administrative operations of a legislative committee. Acts on behalf of and in consultation with the committee co-chairmen to supervise committee staff, schedule committee meetings and hearings, maintain official records of committee actions, and coordinate committee activities with other legislative offices, agencies of state government and the public. Work requires the ability to function at the highest level of independence and political sensitivity using advanced interpersonal skills and sound judgment. Serves as the Legislative Aide to the House Chair.

Required Skills:

- Tracks, processes, and schedules legislation for committee review in accordance with the Joint Rules;
- Oversees all administrative details of committee meetings and hearings including scheduling, notification, preparation of materials, coordination of witnesses, taping, minutes, and follow-up;
- Assigns, directs, and supervises the activities of committee staff;
- Acts as information officer for the committee, responding to questions from the public, press, agencies or interested groups and disseminates notices, reports and other information;
- Screens and handles correspondence, often composing responses or initiating correspondence with little or no direction;
- Acts as liaison on behalf of the committee and the co-chairs with legislative offices, state agencies, interested groups and the public and may be called upon to represent the committee meetings;
- May collect, assemble, analyze, and summarize information for the committee on an issue or piece of legislation;
- Maintains all committee records;
- Performs all the duties of a legislative aide for the house chair.
- Tracks legislation for assigned legislators.
- Maintains Constituent Management Service (CMS) records for assigned legislators.
- Acts as support staff during absence of a team member.

The description may not be inclusive of all assigned duties, responsibilities, or aspects of the position.

Application Instructions:

Please send a resume and cover letter HDOapplicant@cga.ct.gov by 5:00 pm Tuesday, November 22nd

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.