



## Office of the Revisor of Statutes • Minnesota Legislature

### TEMPORARY ADMINISTRATIVE ASSISTANT

Minnesota Legislature

The Office of the Revisor of Statutes, a nonpartisan office in the Minnesota Legislature, is seeking applicants for a temporary full-time Administrative Assistant position. This is an entry level position and is eligible for benefits. The duration of the temporary position is anticipated to be from February 25 to September 30. The position may require a heavy workload under rigid time constraints and long hours during the legislative session.

Job responsibilities include staffing the front office to provide reception and telephone assistance and performing clerical and administrative tasks. Duties include, but are not limited to:

1. answering incoming calls, determining the purpose of the callers, providing information as appropriate, and directing calls to staff members as appropriate;
2. greeting clients and other visitors and determining the nature and purpose of visit;
3. data entry, including extensive use of the legislative bill and rule tracking systems;
4. assisting in the distribution and delivery, inside and outside of office, of legislative bills and administrative rules;
5. distributing incoming mail and processing outgoing mail;
6. monitoring office supply inventory and ordering supplies; and
7. providing administrative support to management as requested.

Candidates must have a high school diploma, or the equivalent, and two years' experience working in an administrative-related position. A four-year college degree may substitute for work experience. Candidates must be nonpartisan. Candidates must have good oral and written communication skills, good teamwork skills, strong organizational skills, the ability to multi-task, and experience with Word and Excel. Knowledge of the legislative process is desired. Please see the full job description for more details at <https://www.revisor.mn.gov/employment/>

This is a limited term, full-time, temporary, unclassified, benefits-eligible position. The expected starting salary of this position is \$48,006 annually. The full salary range of this position is \$48,006 - \$85,938 annually.

To ensure consideration, cover letter and resume must be received by 4:30 p.m., Wednesday, February 11, 2026. Please send your application to [jobs@revisor.mn.gov](mailto:jobs@revisor.mn.gov). Please indicate the job you are applying for in your email title. (*Resumes may not be acknowledged without a cover letter.*)

An Equal Opportunity employer. We participate in the federal E-Verify program.