

**Job Title:** Administrative Assistant

**Job Grade Level:** 3

**Career Track:** None

**Job EEO Code:**

**Agency/Department:** Office of the Revisor of Statutes

**Date:** August 2019

**Reporting to:** Chief Deputy Revisor; functional reporting to office attorneys, Senior Legal Editors, Legal Editors

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**Primary Objective:** The Administrative Assistant staffs the front office to provide reception and telephone assistance to office clientele and performs clerical and administrative tasks to support the Revisor's Office.

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**Responsibilities and Tasks:**

1. Answer incoming calls, provide information, and direct calls to staff members as appropriate.
2. Greet clients, meet their needs for information, and direct them to the appropriate staff members.
3. Keep timely account of staff availability and maintain attendance log.
4. Maintain bill- and rule-tracking systems and perform necessary data entry to keep the tracking systems current.
5. Open bill and rule drafting files.
6. Assist the Deputy Revisor for Drafting, Assistant Deputy Revisor for Bill Drafting, and Assistant Deputy Revisor for Editing to prioritize and distribute time-critical requests.
7. Print House Research and Senate Counsel drafts for bill requests.
8. Perform final file review and transmit bills and rules to clients.
9. Open and distribute mail and process outgoing mail:
  - a. Assume responsibility for delivering of high-priority or time-critical mail.
  - b. Arrange specialty carrier pickups and deliveries, including equipment.
10. Provide administrative support to the attorneys:
  - a. Handle sensitive or complicated correspondence.
  - b. Prepare special reports and projects, including data entry, document design assistance, and printing, binding, and distribution matters.
  - c. Perform other administrative duties as assigned by the managers.
11. Monitor office supply inventory, locate vendors, make price comparisons, and order other supplies.
12. Prepare and maintain front desk information manual.
13. Track and maintain furniture inventory.
14. Act as ergonomics coordinator for the office, attend classes provided by Administration Department, provide ergonomic assistance by voicing concerns and suggestions for

reducing risk factors, and evaluate changes that can be made when helping new employees and other office employees in setting up their workstations.

15. In consultation with the Chief Deputy Revisor, interview Legislative Aide candidates and train and coordinate session Legislative Aides.
16. Arrange travel and process education requests for staff.
17. Arrange setup, repair, and maintenance for telephones and fax machines.
18. Schedule and arrange meeting rooms.
19. Arrange for disposing surplus property.
20. Communicate with plant management on general office and building maintenance issues.
21. Photocopying and faxing.
22. Monitor revisor's public email file and direct inquiries to appropriate staff.
23. File and make deliveries of bill and rule drafts during the legislative interim.
24. Participate in office task forces and office meetings.
25. Perform other special projects as assigned, such as designing and printing business cards, scanning and setting up of inventories.
26. Help with hiring process by keeping an updated list of equal opportunity employment agencies, colleges, universities, law schools, and technical schools to post job openings.

#### **Budget Responsibility:**

Authorized to order basic office supplies without prior approval. Individual items over \$100 require prior approval.

#### **Supervisor Responsibility:**

None.

#### **Indirect Supervision:**

Functional supervision of temporary Legislative Aides.

#### **Scope of Relationships:**

1. External contacts:
  - a. Daily contact with the public calling or visiting the Revisor's Office
  - b. Daily contact with legislators, legislative staff persons, state agencies, and legislative lobbyists calling or visiting the Revisor's Office.
  - c. Weekly contact with vendors or customer service agents for ordering materials and arranging maintenance
  - d. Monthly contact with plant management regarding building and office maintenance issues
  - e. Periodic contact with travel agents in arranging for staff air travel, car rental, and hotel reservations
  - f. Frequent contact with continuing legal education and conference sponsors in arranging for staff reservations and mode of payment

- g. Frequent contact with legislative leadership offices in processing staff requests for travel and training.
2. Internal contacts:
- a. Daily contact with revisor's staff members through telephone, in person or email, regarding phone or other messages
  - b. Daily contact during the legislative session with the Deputy Revisor for Drafting, Assistant Deputy Revisor Drafting, and Assistant Deputy Revisor for Editing, regarding time sensitive requests
  - c. Daily contact with managers regarding messaging and reporting absences
  - d. Daily contact with Senior Legal Editors and Legal Editors regarding messaging and reporting absences
  - e. Daily contact with Legislative Aides regarding transmitting documents and other tasks during legislative session
  - f. Frequent contact with computer staff regarding system questions or problems
  - g. Frequent contact with other members of the administrative unit regarding purchase orders and delivery of invoices
  - h. Weekly contact with revisor's staff members regarding travel and education arrangements
  - i. Periodic contact with the Chief Deputy Revisor regarding hiring and coordinating performance of Legislative Aides and front office functions

**Decision Making and Impact of Error:**

1. Discretion. The Administrative Assistant has the discretion to determine where to direct incoming requests for information or services with the broader scope of office procedures and policies
- a. Primary decision making
    - i. on where to direct phone calls or requests for information
    - ii. on purchases of general office supplies not to exceed \$100; and
    - iii. on when to contact customer service representatives for repairing or maintaining office equipment such as telephones and fax machines.
  - b. Shared decision making
    - i. on scheduling the administrative unit for session and interim hours; and
    - ii. on scheduling repairs and maintenance
2. Impact of Error:
- a. Entry of bill, resolutions, and rule drafts must be timely and accurate to track bill, resolutions, and rule drafts. Errors severely impact these systems.
  - b. Reception duties must project a professional, helpful, and friendly image for the office to maintain good relationships with clients.
  - c. Confidentiality of files must be protected to prevent the statutory grant of confidentiality from being breached.
  - d. Documents must be transmitted to the correct recipient to protect confidentiality and maintain the office integrity.
  - e. Travel arrangements must be accurate because changes or cancellations affect costs.

**Working Conditions/Physical Demands:**

1. Normal office conditions about 85 percent of the time.
2. During the legislative session, long hours may be required without rest and with little or no prior notice.
3. During the legislative session, workload is heavy, under short time constraints, and involves individuals working under varying degrees of stress.

**Minimum Qualifications:**

1. Education: The minimum education required is a high school diploma, with emphasis in clerical related courses.
2. Experience: The minimum experience required is two years in an administrative related position.
3. Knowledge:
  - a. Knowledge of the procedures of the Revisor's Office.
  - b. General knowledge of the revisor's computer applications—Microsoft Word, Excel, email, and bill and rule tracking systems.
  - c. General knowledge of Revisor's Office relationship in the legislative process.
  - d. General knowledge of the attorney drafting areas and the assigned back-ups for each attorney.
  - e. Knowledge of Microsoft Word applications.
4. Skills and Abilities:
  - a. A very high level of communication/relationship skills to provide the customer service required to this position.
  - b. Strong organizational skills and the ability to prioritize and handle multiple tasks in responding appropriately to varied demands.
  - c. The ability to exercise tact, discretion, and cordiality.
  - d. The ability to direct inquiries appropriately.
  - e. The ability to make decisions according to office procedures.
  - f. The ability to handle pressure and frequent interruptions during the legislative session.

**Desired Qualifications:**

1. A post high school education in administrative assistance, business skills, or the legal field.
2. A knowledge of the legislative process.

**All identified duties are essential.**

**(Distribution of copies – employee, supervisor, and Human Resources).**