



Legislative Council Staff

Nonpartisan Services for Colorado's Legislature

Employment Opportunity with the Colorado General Assembly

Administrative Assistant

Agency:	Legislative Council Staff
Job Title:	Administrative Assistant
Job Series:	Non-classified Position
FLSA Status:	Exempt; this position is not eligible for overtime compensation
Occup. Group:	Professional Services
Salary:	\$52,000 to \$58,000 annually, commensurate with experience
Release Date:	May 31, 2024
Apply By:	June 14, 2024

About Legislative Council Staff

Colorado [Legislative Council Staff](#) (LCS), is the nonpartisan research, committee, information technology (IT), and institutional support staff of the Colorado General Assembly.

LCS serves as the General Assembly's primary research and committee staff, employing fiscal note analysts, economists, research analysts, committee analysts, and constituent services analysts. In addition, LCS houses the legislature's visitor services and tour guide staff; central accounting staff; and print shop staff. Finally, LCS provides a full service IT department for the legislative branch, employing support, application development, system administration, digital accessibility, and cybersecurity positions.

LCS is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We are committed to increasing the diversity of our staff; therefore, we encourage responses from people of diverse backgrounds and abilities.

When you join LCS, you can expect:

- to fill a vital role in supporting Colorado's lawmakers to serve our state and uphold the democratic process;



- to join a supportive and collegial culture that is driven by our shared mission, vision, and values;
- to work for an organization committed to balancing our important work for the state legislature with employees' lives outside of work;
- to be supported in your continual professional development and growth; and
- to work for an organization that recognizes the unique talents, backgrounds, and contributions of our individual employees.

Additional information about Legislative Council Staff can be found at:

<http://leg.colorado.gov/agencies/legislative-council-staff>

About the Position

Primary responsibilities. The primary responsibilities of the Administrative Assistant include:

- providing daily on-site coverage for the Legislative Council Staff Resource Center at the Colorado State Capitol, including greeting guests, answering phones, and appropriately directing inquiries;
- under the oversight of the Legislative Council Staff Office Manager and Senior Accessibility Analyst, remediating PDF documents for accessibility;
- providing administrative support to specific committees of the Colorado General Assembly, including web posting, making travel arrangements, coordinating meeting materials, supporting the remote public testimony process, and completing other administrative tasks as assigned;
- updating and maintaining legislative databases; and
- completing other administrative support duties as assigned.

If the successful candidate is English/Spanish bilingual, the Administrative Assistant will provide limited interpretation services and translate written materials into Spanish.

Required experience, skills, and education. A successful candidate will:

- have the ability to work in a nonpartisan manner in a partisan environment and provide excellent customer services regardless of personal opinions;
- have effective oral and written communication skills;
- have demonstrated customer service experience, including experience dealing with complex issues and personalities;
- be able to work independently as well as with a team;



- be able to use technology effectively and learn new skills as necessary;
- be able to manage their time and workload effectively in a fast-paced environment;
- be able to critically review one's own work, and respond professionally to feedback from supervisors and peers;
- be organized, detailed oriented, and responsive.

The minimum educational requirement is a high school diploma or equivalent.

Preferred experience, skills, and abilities. Our preferred candidate will:

- have at least two years' experience as a receptionist or assistant in an office-based environment;
- have experiencing using Microsoft and Google products, and be comfortable using other programs including Wordperfect and HCL notes;
- have the ability to write, speak, and read Spanish fluently; and
- have knowledge of or experience with Colorado's legislative process and environment.

Employment location. This position will primarily work in person at the Colorado State Capitol. Remote work may be approved by the position's direct supervisor on a limited basis.

Salary and benefits. The salary range for this position is \$52,000 to \$58,000 per year, with the salary level within this range commensurate with experience. Bilingual candidates may be placed at the higher end of the salary range.

Legislative Council Staff is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Our benefits package includes:

- [PERA retirement benefits](#), including the PERA Defined Benefit Plan or PERA Defined Contribution Plan, plus optional 401K and 457 plans;
- [Medical](#), [dental](#), and [vision](#) insurance coverage;
- Automatic short-term and optional long-term [disability coverage](#);
- [Life and AD&D insurance](#);
- [Flexible Spending Accounts](#) (FSAs);
- A variety of discounts on services and products available through the State of Colorado's [Work-Life Employment Discount Program](#); and
- [Credit Union of Colorado](#) membership eligibility.

Our generous and flexible leave policies include:



- A minimum of three weeks of annual leave, based on tenure, and accrued on a monthly basis;
- Eleven annual paid holidays;
- Sick leave;
- Flexible work schedules during the legislative interim; and
- A generous compensation time policy.

Accessibility

The Colorado Legislature is committed to the full inclusion of all qualified individuals. Our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation for applying or interviewing for this position, please direct your inquiries to our ADA Coordinator at OLWR.ga@coleg.gov or call 303-866-3393.

Application Process

Please send your application to: lcs.ga@coleg.gov with the subject "Application for Administrative Assistant" on or before June 14, 2024. Your application should include your resume, a cover letter, and three professional references. Incomplete applications will not receive further consideration. Because this position is with the legislative branch, applications received using the state application process for executive branch employment will not be accepted.

Agency contact information. If you have questions or need additional information about this position, please contact Elizabeth Burger at elizabeth.burger@coleg.gov.