



Arizona Joint Legislative Budget Committee

Position Announcement Opening for

Administrative Assistant

Overview

The office of the Joint Legislative Budget Committee provides a full range of non-partisan fiscal and program analysis for the Arizona State Legislature.

A description of the Administrative Assistant position follows. We offer competitive salaries and benefits.

Applicants should send an electronic letter of introduction with a resume to jlbcwebmaster@azleg.gov. Applications will be reviewed in the order received and the position will remain open until October 4, 2022.

Position Summary

- Administrative Assistant provides word processing support among other general clerical duties.
- Position requires proofreading and formatting of various documents, monthly newsletter, general correspondence, and statistical reports.
- Responsibilities may also include data entry into Excel.
- Applicant must also be able to follow manual instructions to ensure uniform appearance of office documents.
- Other duties as assigned including posting documents to the Web, photocopying, arranging office maintenance, ordering supplies, and accepting and routing telephone calls.

Requirements

- Bachelor's degree.
- Excellent grammar, proofreading, and spelling, including document formatting skills.
- Ability to successfully multi-task and be flexible.
- Ability to handle sensitive and confidential information with tact and discretion.

Computer Skills

- Must be proficient in Word/Outlook. Experience in Excel and PowerPoint desirable.
- Knowledge of web posting desirable.