

ADMINISTRATIVE SECRETARY
MAINE STATE LEGISLATURE
Augusta, Maine

The Maine Legislature's Office of the Revisor of Statutes, a nonpartisan staff office of the Legislative Council, is seeking applicants for the position of a full-time, nonpartisan Administrative Secretary. This position will work onsite at the State House in Augusta. This position does not offer the opportunity for remote work. The ideal candidate values public service and is enthusiastic about supporting the important work of the Maine Legislature.

The Administrative Secretary performs complex secretarial duties, including use of word processing, website and database applications; serves as the office's primary receptionist and initial contact with legislators and members of the public; performs complex administrative duties with skill, speed, accuracy and independence including the logging and processing of legislative documents; proofreads legislative memos and other documents; acts as a liaison on behalf of the office with vendors; reviews vouchers and office expenditures; supervises the work of other clerical staff; and completes other duties as assigned.

We are seeking an individual with a high school diploma, including or supplemented by courses in secretarial work or any equivalent combination of education, secretarial or office administration experience; at least 4 years secretarial or office administration experience; supervisory experience is preferred; certification in secretarial competency is beneficial; excellent organizational, time management skills and attention to detail; ability to work cooperatively with legislators and others, often under time constraints; demonstrated proficiency in a variety of computer applications including word processing; and strong interpersonal and teamwork skills. Evening or weekend work may be required depending on legislative or operational needs.

We offer a competitive salary and benefits package. This position is paid at salary grade 6 (begins at \$21.76 hourly). The bi-weekly dollar values of some State-paid benefits include: \$14.60 for dental insurance; 14.11% of employee's pay towards retirement; and at least 85% (\$400.34) of health insurance.

To apply, submit a cover letter, resume, and answers to supplemental questions by **5pm on THURSDAY, JUNE 10, 2021** via email to hr@legislature.maine.gov. The supplemental questions can be found on our website here: <http://legislature.maine.gov/execdir/job-opportunities/9281>