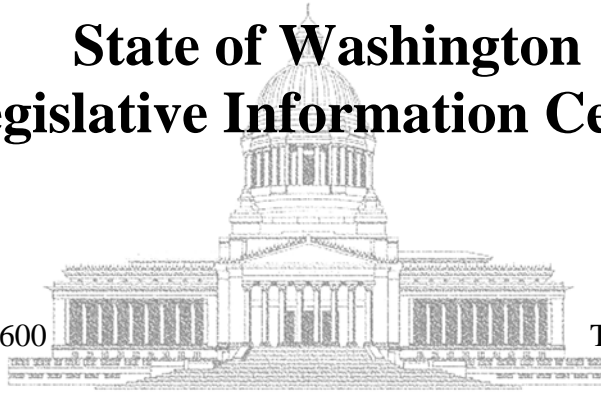


State of Washington Legislative Information Center

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Phone: (360)786-7573
Toll-Free 1-800-562-6000
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SESSION JOB OPPORTUNITIES

The Washington State Legislature is currently recruiting to fill positions for **Session Information Specialists** for the upcoming **Legislative session (January 9, 2012 – March 8, 2012)**. The jobs involve **non-partisan full-time and part-time, temporary work with some evenings and weekends**.

Duties and Responsibilities:

- Answering Hotline phones, paraphrasing constituent issues and forwarding electronic messages to Senators, Representatives, the Lt. Governor, and the Governor.
- Answering questions from the public, lobbyists, staff and legislators and providing information on legislation and the legislative process, the laws and agency rules, meeting times and places and other legislative matters.
- Providing the public with copies of bills, bill reports, amendments and other legislative documents that might be requested.

Desirable Knowledge, Skills and Qualifications:

- Basic understanding of the structure Washington State Government and the functions and organization of the legislative, executive and judicial branches.
- Demonstrated computer skills including Word, Excel, and internet research.
- Skills to interact professionally and calmly with the public, staff and legislators under all conditions.
- Ability to exercise professional judgment, discretion and confidentiality.
- Ability to communicate effectively, both orally and in writing

Application procedure:

Screening and selection may occur prior to the application deadline. Please send a cover letter and resume by December 1, 2011 to support@leg.wa.gov or the following address:

Staff Coordinator
Legislative Information Center
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