

TITLE: Staff Assistant

STATUS: Non-Exempt

PRIMARY DUTY:

- Answers telephones and enters public opinion messages into database;
- Greets visitors to office;
- Assists with directing phone calls to office staff as identified;
- Answers constituent requests for general information and other non-legislative inquiries;
- Monitors delivery and pickup of materials;
- Maintains front office; and
- Assists with various administrative duties

TYPICAL RESPONSIBILITIES:

- Answers and screens telephone calls for the Senator and other staff members;
- Greets and screens visitors;
- Assists constituents who have appointments with the Senator or other staff members (ie., ensures that the Senator's appointments are on time and that the Scheduler is aware of their arrival;
- Reserves conference rooms;
- Maintains handout literature regarding the state and the Senate;
- Signs for deliveries and forwards all deliveries to appropriate staff members;
- Schedules all UPS and Federal Express pick-ups and maintains mailing supplies are in stock;
- Bi-weekly supply orders;
- Maintains the office answering machine and distributes messages to appropriate staff;
- Ensures that requests for assistance are directed to the appropriate staff member;
- Maintains the reception room and kitchen area (ie., waters plants, ensures magazines and hand outs are up to date, maintains kitchen cleanliness, etc);

- Maintains the office guest book;
- Helps log mail;
- Performs general typing and administrative assignments;
- Distributes digital faxes to appropriate staff; and
- Prints out gold seal letters as requested.