



JOB DESCRIPTION

FRONT DESK SPECIALIST/LEGISLATIVE MESSENGER

SUMMARY OF WORK

The front desk specialist/legislative messenger performs a variety of administrative duties associated with nonpartisan legislative services. Individuals in this position must provide skilled Keyboarding abilities and have a basic understanding of current technology and software applications and systems while maintaining a high degree of accuracy, thoroughness, and attention to detail. The position is from November 2024 through April 2025, 8 a.m. to 5 p.m. Monday through Friday. This position is part of the Legislative Council staff and is a temporary position not eligible for benefits. The pay for this position is \$20 per hour.

BASIC FUNCTIONS

Greet visitors and legislators at the front desk, answer and route phone calls and inquiries to staff and agencies, deliver documents to the House and Senate chambers, and standing committee rooms, sort and distribute mail, and perform various office duties and functions as needed, including preparation, modification, retrieval, storage, and distribution of documents using Office 365 (Outlook, Word, Excel, and PowerPoint) or related enterprise software.

EXPECTATIONS, ABILITIES, AND KNOWLEDGE

The individual must:

- Be reliable and maintain good attendance;
- Remain objective, nonpartisan, and professional regarding all legislative matters;
- Demonstrate good judgment and decisionmaking;
- Understand direction from verbal or written instructions;
- Exhibit problem-solving skills and use and reference office resource materials;
- Determine and maintain confidentiality;
- Maintain good relationships with coworkers and other staff and work well in a team environment; and
- Be self-motivated.

The individual must have knowledge in:

- Receptionist processes and procedures;
- Basic office equipment - Copiers, printers, scanners, telephone, etc.
- The legislative branch website and the ability to provide relevant information;
- Basic government and legislative processes;
- Legislative documents, including standing committee schedules, daily calendars, journals, Session Laws, and North Dakota Century Code.

APPLICATION PROCEDURES

If you have questions about this position, contact Andrea Cooper at the information below.

To apply, email your resume and cover letter summarizing how your education, experience, and skills will qualify you for this position to:

Andrea Cooper
acooper@ndlegis.gov
701-328-2916