

JOB ANNOUNCEMENT
Posting Date 10/15/2018
Legislative Research Commission

SESSION POSITIONS

2019 Legislative Session. These are temporary positions that will begin in December and last through April. Overtime hours will be expected.

Legislative Courier

Collect and deliver items on the Capitol campus and elsewhere; use dolly and other equipment; carry boxes; answer phones; other duties as assigned.

Legislative Assistant

Provide administrative support to members of the General Assembly; type documents; assist with scheduling; answer phones; other duties as assigned.

The individuals selected for these positions must have a positive attitude; a strong work ethic; attention to detail; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that significant overtime will be required.

All persons who meet the minimum requirements and are interested in these positions must email a cover letter and current résumé to LRCresumes@lrc.ky.gov and list the job title(s) of interest in the email subject line. An application that may be accessed at www.lrc.ky.gov/lrc/LRCApplication.pdf, must be completed prior to any interview.

Alternatively, applicants may mail these materials to:

Tim Holbrook
Chief Human Resource Officer, Human Resources and Professional Development
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601

The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin or disability.