

Louisiana House of Representatives



House Legislative Services Job Posting

Position: Word Processor I

Full-time

Starting salary: \$37,990

The Louisiana House of Representatives, House Legislative Services (HLS), is seeking to fill a full-time, entry-level Word Processor position. A Word Processor provides support to the Administrative Services team for various projects as assigned throughout the year. Required to work with other members of the staff to facilitate the success of Administrative Services as it functions within House Legislative Services and the House of Representatives. Demonstrates the skills necessary to thoroughly, completely, and accurately correct instruments using specialized software. Required to format and revise documents and update legislative databases expediently in order to meet required deadlines throughout the legislative process. Works from a variety of rough copy. Locates documents when revisions are requested to insert, delete, correct, reposition, or reformat text as needed. Uses specialized software and macros for the input, storage, revision, and retrieval of data. Required to participate in professional development opportunities to increase the knowledge and professionalism necessary to effectively contribute to the organization. Required to work overtime based on division workload. The majority of overtime work occurs before and during legislative sessions.

Minimum Qualifications:

Must possess a high school diploma. Advanced clerical education or previous word processing experience preferred. Must be proficient in Business English and spelling.

Application Process:

To apply, please submit a letter of interest, resume, and completed job application (see below) to Cortny Jarrell via email at jarrellc@legis.la.gov.

Applications may be submitted by mail to: Cortny Jarrell, State Capitol Annex Building, P.O. Box 44197, Baton Rouge, LA 70804-4197.

Failure to provide sufficient evidence of qualifications in your resume may result in a "not qualified" determination.

The job application can be found at:

https://house.louisiana.gov/H_Staff/pdf/Application%20-%20Full%20Time%20Employment.pdf