

Location

Austin

Organization

Senator Kelly Hancock

Position

Scheduler & Legislative Correspondent

Job Description

Applicants should have a strong work ethic and positive attitude, ability to manage competing demands, excellent time management and organization skills, precise attention to detail, and ability to thrive in a fast-paced environment. Strong writing skills required. Candidate must be able to maintain flexible working hours that extend until legislative business concludes while the Senate is in session.

Tasks associated with this position include, but are not limited to:

Scheduler / Executive Assistant

- Respond professionally and expediently to incoming meeting requests and event invitations;
- Manage the Senator's calendar;
- Oversee event logistics and provide thorough briefings;
- Book the Senator's travel; process travel vouchers and direct bill forms;
- Manage inventory of office supplies;
- Serve as office receptionist (interim):
 - o Coordinate arriving meetings and greet drop-in visitors;
 - o Answer the phone in a professional and friendly manner;
 - o Open and sort incoming mail, deliveries, and faxes;
- Process and respond to constituent calls and correspondence regarding Capitol tours, flag requests, or federal referrals.
- Assist senior staff with various administrative tasks as assigned.

Legislative Correspondent

- Monitor office email inboxes:
 - o Thoroughly read and sort messages.
- Manage legislative correspondence program:
 - o Train legislative interns on Correspondence Management System data entry;
 - o Draft responses for all legislative correspondence;
 - o Move legislative correspondence drafts through editing chain;
 - o Distribute responses in a timely fashion;
 - o Track and analyze legislative correspondence data.