



## **JOB ANNOUNCEMENT**

### **ALABAMA LEGISLATIVE SERVICES AGENCY**

**POSITION TITLE:**        **ADMINISTRATIVE ASSISTANT TO HOUSE FISCAL OFFICER**  
(Non-Merit Position)

**JOB LOCATION:**        Alabama State House  
11 South Union Street, Suite 613  
Montgomery, Alabama 36130

**OVERVIEW:** The Alabama Legislative Services Agency (LSA) is an innovative and dynamic agency. We are seeking an experienced professional to work in our Fiscal Division. The successful candidate will provide administrative support to the House Fiscal Officer in a variety of tasks, prepare fiscal notes and other legislative documents using specialized software and work methods. This position involves maintaining confidentiality, working independently within a fast-paced environment, communication with a variety of individuals in a courteous and professional manner, and the ability to work extended hours.

The Legislative Services Agency provides non-partisan professional services support to the Alabama Legislature. To this end, LSA serves the State of Alabama by supporting the Legislature with expert, non-partisan fiscal analysis, legal advice, and bill drafting. The LSA Fiscal Division conducts non-partisan research and analysis on a wide variety of public policies, programs, and State and local agencies and institutions for legislative committees and members of the Alabama Legislature.

#### **DUTIES AND RESPONSIBILITIES:**

- Provides administrative support to the House Fiscal Officer in the performance of duties.
- Communicates with committee clerks and fiscal analysts to ensure fiscal note deadlines are met.
- Coordinates the drafting of fiscal notes between the House Fiscal Officer and analysts.
- Types and proofreads correspondence.
- Performs general office procedures including copying, scanning, mailing documents, and maintaining various record management systems (hard-copy and/or electronic).
- Welcomes and responds to visitors' requests in-person and by phone.
- Assists support staff and performs job-related duties, as directed.

- Proficient with Microsoft Office and standard office equipment, and ability to learn and use internal software programs.
- Ability to perform multiple tasks within time constraints in a fast-paced environment.
- Ability to maintain confidentiality in all areas of work and information.
- Ability to handle and manage frequent changes, delays, and unexpected events.
- Ability to function effectively and tactfully with legislators, staff, and the public.
- Ability to work in a team environment with a high level of positive interpersonal skills.
- Ability to work extended hours.

**MINIMUM REQUIREMENT(S):**

- High school diploma or GED certificate, required.

**PREFERRED EXPERIENCE:**

- Associate or higher degree from an Accredited College or University.
- Two years' experience working in a fast-paced environment that involves clerical-administrative job functions.

**POSITION DETAILS:** The starting salary for the successful candidate is commensurate based on qualifications and experience. All employment with the LSA is at will. Employees of LSA receive many of the same benefits as other employees with the State of Alabama, including vacation and sick leave accrual, health insurance and participation in the Employees' Retirement System.

***Note: A Criminal Background will be conducted before an official offer of employment is made.***

Please send a cover letter, resume, and references to LSA Human Resources at [recruitment@lsa.state.al.us](mailto:recruitment@lsa.state.al.us). Only applicants who submit all required documents will be reviewed. **NOTE: Submission of documents for this position does not guarantee an interview.**

**Application Deadline: December 15, 2024**