



Closing Date: Open

Missouri House of Representatives EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Part-Time Legislator Assistant

LOCATION: Missouri House of Representatives, Missouri State Capitol Building
Jefferson City, MO

SALARY: \$15.00-\$18.31 per hour limited to 1039 hours per calendar year

DESCRIPTION: Part-Time Legislator Assistants are highly responsible administrative positions providing constituent assistance and office support to members of the Missouri House of Representatives and require a high degree of independent judgment, action, and confidentiality. These are part-time, hourly positions and not eligible for Missouri State benefits.

Part-time Legislator Assistant positions become available at unpredictable intervals and are filled as openings arise. Submitted resumes are kept on file for six months and may be considered at any time during that period.

RESPONSIBILITIES: Part-time Legislator Assistants provide essential administrative and legislative support to House members. This role serves as a key point of contact for constituents and the public, responding to calls, emails, and office visits with professionalism and efficiency. Part-time Legislator Assistants manage organizational systems, including databases and files, and may conduct research on legislation, bills, and policy issues to keep the member informed.

Key responsibilities include drafting and distributing press releases, district newsletters, and other communications; planning field trips to the Capitol, conferences, and special events; and making travel arrangements when needed. The part-time Legislator Assistants ensure timely and accurate management of the member's expense account in compliance with House policy and maintain detailed records. Additional duties include composing correspondence and reports, taking and transcribing meeting minutes, and attending committee hearings to support the member's work. This role requires strong communication, organizational, and research skills, along with the ability to manage multiple tasks in a fast-paced environment.

QUALIFICATIONS: Successful candidates must demonstrate strong customer service skills and proficiency in using a personal computer, including Microsoft Office applications. These positions also require effective verbal and written communication skills, a high degree of professionalism and confidentiality, the ability to build and maintain productive working relationships, and strong organizational and time-management abilities. High School graduation or equivalent required. One or more years of work experience in a related field and a general knowledge of the legislative process is preferred.

APPLICATION PROCESS: Please send resume, application, and letter of interest electronically through [MoCareers](https://mocareers.house.mo.gov) or to houseadmin@house.mo.gov. Documents may also be submitted to the MO House of Representatives, 201 W. Capitol Avenue, Room B22, Jefferson City, MO 65101, Attention: Part-time Legislator Assistant. Additional information may be found on the House website at www.house.mo.gov.

EMPLOYMENT RESTRICTIONS: The House prohibits the hiring of any person who at the time of initial hiring is related to any member within the fourth degree by blood or marriage.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.