

**Oregon State Legislature
Senate Receptionist
Job Description**

Classification Title	Senate Receptionist		
Job Code:		Job Family:	Legislative
Pay Grade	01	Date Reviewed:	10/2024
FLSA Status	Non-Exempt	Date Revised:	10/2024

GENERAL SUMMARY

Facilitates the smooth operation of the Senate as the first point of contact for the general public and visitors to the Senate Chamber. Works in tandem with the floor staff to enforce chamber rules and customs, provide versatile assistance to the members and staff, and helps to ensure an orderly and efficient environment. This position is a 50%-time requirement position.

REPORTING RELATIONSHIP

Reports to the Sr. Deputy Secretary of the Senate.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Works together with the Senate floor staff to Control ingress and egress to the chamber floor during session as prescribed by the Rules of the Senate, the presiding officer of the chamber, the Minority/Majority Leader of the Senate or the /Secretary of the Senate. Helps to ensure only credentialed members of the press enter the chamber as well as directing invited guests to the appropriate area.
2. Answers general Capitol questions, i.e.: directions to member offices, meeting rooms, restrooms, and other points of interest in the Capitol building.
3. May be asked to distribute notes to and from members in the chamber during session.
4. Enforces rules of decorum. Instructs visitors in proper behavior, such as to refrain from bringing food and drink into the chamber or from using flash photography, cellular phones, and other electronic devices.
5. Greets visitors and responds to their questions in an efficient and diplomatic manner.
6. Compile and keep daily reports available for the public perusal such as committee report files, first reading lists, committee referral notices, and third reading alerts.

7. Responsible for ensuring the lobby outside the Senate chamber is in good working order at all times.

KNOWLEDGE, SKILLS & ABILITIES.

- **Knowledge of:**
 - Capitol building's layout and the location of services and offices
- **Skill in:**
 - Communication
 - Diplomacy
- **Ability to:**
 - Work in an integrated team
 - Assess potential security risks
 - Be friendly and attentive at all times
 - Able to multitask in an oftentimes fast paced environment
 - Maintain confidentiality when required.
 - Use office equipment, such as copier, , telephones, and computers
 - Maintain an impartial, non-partisan perspective in a political environment

MINIMUM JOB REQUIREMENTS

High School diploma or G.E.D. equivalency. Previous reception work preferred or related experience.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

May occasionally, and with minimal notice, work non-routine schedules including early morning, late night and weekends with potential disruption to breaks and mealtimes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Able to sit for long periods of time.