

RECEPTIONIST POSITION

Representative Cliff Bentz (R-Ontario) is currently the Vice-Chair of the Transportation & Economic Development Committee. He also sits on the Revenue, Energy & Environment, and Legislative Counsel Committees, as well as several Task Forces and Work Groups.

This is a full-time, temporary position for the duration of the 2015 Legislative Session (approximately 5 months), starting in February. This position carries a modest salary.

DUTIES & RESPONSIBILITIES

The receptionist works under the supervision of the Representative, providing office support, answering phone calls, sorting emails, running the office door, greeting visitors, filing, doing occasional research, and scheduling appointments for the Representative.

Both the Legislative Director and District Director will supervise and coordinate the activities of the receptionist and office interns.

WORKING CONDITIONS

The Legislature is a fast-paced environment. This is a temporary full-time position for the duration of the 2015 Legislative Session starting in February and will last approximately five months. Employees working directly for Legislators must be able to perform duties in a typical office setting with minimal supervision.

MINIMUM QUALIFICATIONS

A bachelor's degree (OR) an equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered. Experience as a receptionist/scheduler is required.

DESIRED ATTRIBUTES

This position requires excellent oral and written communication skills, as well as basic research and editorial skills. A successful applicant should have computer skills and excellent communication skills in order to work effectively with legislative staff. Excellent organizational skills are a must. A working knowledge of basic Windows operating systems, specifically Microsoft Outlook, Word, Internet, Excel, etc. Experience organizing and maintaining both computer and paper files is essential.

TO APPLY

Applications will be accepted until the position is filled. Consideration of applications will begin immediately, and interviews will be scheduled accordingly with qualified applicants.

Email your cover letter and resume to: Andrea Dominguez (District Director) at rep.cliffbentz@state.or.us. Questions concerning the position should be directed to Andrea Dominguez at 541-889-8866.

**Equal Opportunity / Affirmative Action Employer
Women, Minorities and Persons with Disabilities Are Encouraged to Apply
ADA Accommodations Will Be Provided Upon Request**