

**2025 Kansas Legislative Session
Office Assistant Positions
Effective December 2, 2024**

Office Assistant Positions are available for the 2025 Legislative Session. Office Assistants greet the public, answer phones and process in-coming and out-going mail (including e-mail), and may schedule meetings, maintain calendars and complete special projects for Legislators.

Must have computer experience including but not limited to searching for information and creating and receiving emails.

Paid training includes a two-day computer training course for Microsoft Word and Excel and Outlook training for e-mail, calendars and distribution lists on Thursday and Friday January 2 and 3, 2025. Additional business training and orientation will be on Monday, January 6, 2025.

The first full day of work is January 9, 2025. The 90-day session begins January 13, 2025.

Hours: 8am to 5pm Monday through Friday

For further information call 785-296-7351 or email terry.bernatis@las.ks.gov

This is your opportunity to meet new people and have a front-row seat to the legislative process.

Call now!

785-296-7351