

STAFF ASSISTANT

Position Available: Staff Assistant
Office/Location: U. S. House of Representatives
Closing Date: August 15, 2014
Salary Level/Range: Commensurate with experience
Proposed Starting Date: Immediate

Job Summary and Requirements: The Committee on Ethics has an opening for a Staff Assistant on the Committee's non-partisan professional staff.

Duties include: Answering telephones; assisting with the Committee investigation's production process; assisting with the tracking and processing of Committee correspondence; providing administrative support in setting up Committee meetings; and entering data and navigating databases with accuracy. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects. Members of the non-partisan staff must refrain from engaging in partisan political activities and are subject to strict rules of confidentiality about the Committee's work.

Applicant Instructions: Please email cover letter and resume to ethicsjobs@mail.house.gov. Please include the phrase "Staff Assistant" in the subject line.

NO PHONE CALLS PLEASE