

OKLAHOMA SENATE VACANCY ANNOUNCEMENT

Executive Assistant

The Oklahoma Senate is seeking applications and resumes for the position of Executive Assistant for the office of a Republican Senator.

This position performs administrative, clerical, and general office work for a Republican member of the Oklahoma Senate while maintaining general operation and management of the district office, and works under the direct supervision of the assigned Senator subject to Senate employee policies.

Job responsibilities include:

- Manage Senator's legislative and official schedule with coordination of scheduling requests;
- Submit Senator requests for mileage and per diem reimbursement;
- Maintain current files of legislation in office and on Senate floor for daily agenda;
- Coordinate bill and amendment drafting requests with staff and those requesting legislation;
- Assist constituents and others with case work at direction of the Senator by providing information directly or referring constituents to appropriate staff, state agency or federal offices;
- Manage the Senator's correspondence and take appropriate action;
- Develop and manage contact network of local governments, businesses, individual constituents and other groups within legislative district represented by the assigned Senator;
- Manage office supplies and Senate office supply account;
- Establish and maintain an effective system for tracking the Senator's sponsored bills and other legislation as requested; and
- Performs other related Senate work as required and assigned.

Experience, knowledge, and skills of the ideal candidate include:

- Proactive, highly organized, and committed to the mission of serving the people of Oklahoma;
- Integrity, trustworthiness, a strong work ethic, and the ability to multitask and communicate effectively both in writing and verbally;
- Ability to work in a high-demand environment, exercise discretion and independent judgment with respect to prioritization of scheduling appointments;
- Collaborate effectively with colleagues, other legislative offices, and constituent groups;
- Basic knowledge of legislative process and terminology preferred;
- Computer skills including proficient knowledge of Office 365 and Microsoft Office suite;
- Strong attention to detail; and
- Work cooperatively and courteously with others and possess temperament to communicate with a variety of personalities and divergent views in a tactful, pleasant and professional manner.

EDUCATION AND EXPERIENCE:

At least two (2) years of experience in standard clerical and office procedures and duties. Knowledge of legislative process preferred.

SALARY:

The annual salary is \$60,500, plus an **excellent** state employee benefits package.

To apply, please email your resume to: hrrsenate@oksenate.gov OR mail or deliver to:

Oklahoma Senate, HR/Personnel Services
2300 North Lincoln Blvd, Ste 309.1C
Oklahoma City, OK 73105-4808

Open: 6/18/2025
Close: Until Filled