

SENATE SECRETARY JOB POSTING

A Senate Secretary works for a specific Senator and receives payment for 32 hours a week during the legislative session (Monday through Thursday). The 2023 session runs from January 9, 2023, through approximately April 28, 2023. Pay ranges from \$13.43 to \$14.70. The Senator you work for determines hourly wage and daily schedule. Training will be provided by the Secretary of the Senate's office.

EXAMPLES OF DUTIES:

- Drafting and reviewing correspondence
- Scheduling of meetings
- Clerical and support assistance
- Tracking legislation
- Meeting with constituents and members of public
- Other work assigned by the Senator