

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 2024 session runs from January 8, 2024, through approximately April 16, 2024. Pay starts at \$13.93 and increases depending on Senator's committee assignments. 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