Denver City Councilmember Hiring Administrative Assistant
(Approx. 32 hours/week)

Position Open January 27, 2020 until filled

The office of Councilmember At-Large Robin Kniech is seeking a highly organized Administrative Support Assistant with scheduling experience to handle administrative and constituent email communication work for the office.

Job responsibilities include:

- Light constituent work (monitoring email, attending meetings and notetaking)
- Managing the Councilmember’s calendar
- Operates word processing equipment to create, format, print, and revise letters, memos, reports, forms, labels, and other printed materials.
- Assists with payment of invoices
- Other financial tracking as needed
- Provides the public with general and/or explanatory information, explains and clarifies rules, processes, and procedures, answers questions, and resolves a variety of problems within a defined scope.
- Compiles information and generates reports and/or organizes information into tables, charts, or graphs. Provides input for improvements in filing systems to accommodate needs.
- Prepares and processes a variety of documents according to guidelines.
- Orders supplies and materials,
- Operates a variety of office equipment.

ABOUT YOU

Our ideal candidate will have/be the following:

- Very detail oriented
- Comfortable working in an environment that can vary from very busy and intense to very quiet
- Interested in local government and equity-oriented policy
- Comfortable working as part of a small, close-knit team
- Scheduling/calendar experience
- Experience supporting a C-level executive or elected official

We realize your time is valuable, so please do not apply unless you have at least the following minimum qualifications:

Education: Graduation from high school or the possession of a GED, HiSET or TASC Certificate.
Experience: Two (2) years of administrative experience.
Education/Experience Equivalency: Additional appropriate education may be substituted for the minimum experience requirements.

While the full pay range for this position is $17.37-$25.36/hour, our hiring range is $17.37-$22/hour plus city benefits, with some flexibility in work hours, for an estimated 32 hours per week.

Please email a current resume and a cover letter/email detailing your interest in this position to polly.kyle@denvergov.org.