

Assistant Researcher: Position Description Public Access Room (PAR)

Background:

The Public Access Room (PAR) serves the citizens of Hawaii by providing an office for their use at the Capitol, and the information, services and equipment needed to enhance their ability to participate in the legislative process. PAR aims to be a one-stop service for citizens attempting to track and affect legislation pending before the Hawaii State Legislature. PAR is a division of the non-partisan Legislative Reference Bureau (LRB).

Position Description:

Assistant Researchers provide assistance to members of the public who walk-in, call or email; help to maintain a productive and positive office environment; and assist in the production of a wide range of informational material.

Duties:

- Provide exceptional customer service to callers and walk-in patrons.
- Provide information with clarity, accuracy, and courtesy.
- Provide one-on-one instruction and conduct workshops for interested citizens.
- Write articles, handouts, postings, and scripts, as assigned.
- Develop and update resource files, including PowerPoint presentations, as assigned.
- Contribute to maintaining accessible documents for PAR users aligned with Web Contact Accessibility Guidelines
- Communicate clearly with co-workers and supervisors. Maintain office journal.
- Assist in maintaining the computer workstations and supplies for patrons, including ensuring printed informational handouts are available.
- Conduct opening and/or closing procedures for the office.
- Maintain a non-partisan environment that is welcoming to citizens with varied perspectives.
- Other duties as required.

Required Qualifications:

- Excellent communication skills.
- Good computer skills; knowledge of Word, Excel, PowerPoint and web-based information searching is essential.
- Sound judgment and discretion; ability to maintain confidentiality.
- Reliability and integrity.

Desired Qualifications:

- Training to be provided, but familiarity with state legislative process and state government is helpful.
- Knowledge of social media tools and an interest in graphic design.
- Experience using other Microsoft Office tools as well as Adobe Acrobat.

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you will be terminated at the end of the stated term of service and may be discharged from your employment at the prerogative of your department head or designee at any time.

Full time (40 hours/week), temporary hire: early January - May 15.

Monday through Friday; shifts are 8:00 a.m. – 4:00 p.m. and/or 9:00 a.m. – 5:00 p.m.

Salaried position \$3,400.00/month, with medical and dental benefits available. Vacation and sick leave benefits are also provided.

For more information, please contact Keanu Young
at the Public Access Room: 808- 587-0478 or par@capitol.hawaii.gov.
To apply, please provide a cover letter and resume by email to
par@capitol.hawaii.gov.

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