



OFFICE OF THE REVISOR OF STATUTES

Minnesota Legislature

OFFICE ADMINISTRATOR PERSONNEL AND FISCAL SERVICES I

Minnesota Legislature

The Office of the Revisor of Statutes, a nonpartisan office of the Minnesota Legislature is seeking applicants for a permanent full-time Office Administrator—Personnel and Fiscal Services I. This position assists the Revisor of Statutes by coordinating the business functions of the office, with a special emphasis on providing advice and implementation of payroll, budget, and personnel services, providing confidential executive assistant services to the Revisor of Statutes, Chief Deputy Revisor, and Deputy Revisors, and managing the work of the administrative staff unit.

Candidates must have a post-secondary degree in business administration, human resources, or accounting or a related field or equivalent experience. Candidates must have excellent oral and written communication skills, the ability to serve as administrative team leader, strong organizational skills, and the ability to multi-task. Knowledge of the legislative process is desired.

Please see the job description for more details at <https://www.revisor.mn.gov/employment/>

GREAT BENEFITS PACKAGE! The Revisor's Office offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, vision insurance, short- and long-term disability, pre-tax flexible spending accounts, defined contribution retirement plan with 6.25% employer contribution, tax-deferred compensation (457 plan), generous vacation and sick leave, and nine paid holidays each year.

This is a full-time, regular, unclassified, benefits eligible position with a minimum salary of \$52,738 annually.

Send a cover letter and resume no later than 4:30 p.m. on May 11, 2022, to the Office of the Revisor of Statutes, 700 State Office Building, 100 Rev. Dr. Martin Luther King, Jr. Blvd., St. Paul, MN 55155-1297, fax (651) 296-0569, or email to jobs@revisor.mn.gov

An Equal Opportunity Employer