

## Commission Assistant

### Legislative Commission on Pensions and Retirement

An excellent opportunity is available in the Minnesota legislature to serve as a Commission Assistant for the [Legislative Commission on Pensions and Retirement](#), a standing bipartisan commission of fourteen legislators. Among other duties, the Commission Assistant provides non-partisan administrative support to the Legislative Commission on Pensions and Retirement (Commission).

The position description for this unclassified, non-partisan, full-time position is available at <https://www.lcc.leg.mn/jobs> or call 651.296.2750 to request a copy.

The starting salary is based on the successful applicant's qualifications and experience. The full salary ranges are:

- Commission Assistant I: \$51,298 to \$91,981. The hiring range typically is between \$51,298 and \$61,500.
- Commission Assistant II: \$56,757 to \$102,586. The hiring range typically is between \$56,757 and \$68,200.
- Commission Assistant III: \$62,813 to \$112,937. The hiring range typically is between \$62,813 and \$75,300.

The level offered will be based upon an assessment of the candidate's level of experience. The Legislature offers an excellent benefits package.

The position will remain open until filled. To ensure consideration, please submit a cover letter and resume, by July 8, 2025, via email to [lcc@lcc.mn.gov](mailto:lcc@lcc.mn.gov) or mail to the Legislative Coordinating Commission, Centennial Office Building, 1st Floor, 658 Cedar Street, St. Paul, MN 55155.

### Minimum Qualifications

- **For Commission Assistant I / range 4 position** – at least four years of experience in an administrative support or higher-level position.
- **For Commission Assistant II / range 5 position** – at least two years of demonstrated proficiency as Commission Assistant I/range 4 position **or** six years of administrative support or higher-level position and some administrative or business administration coursework.
- **For Commission Assistant III / range 6 position** – at least two years of demonstrated proficiency as Commission Assistant II/range 5 position **or** eight years of experience in an administrative support or higher-level position and technical administrative degree or undergraduate degree.
- Ability to work independently.

- Aptitude to manage multiple tasks simultaneously with a high level of accuracy.
- Ability to work effectively as nonpartisan staff in a nonpartisan workplace.
- Maintain confidentiality of legislative requests as required.
- Experience in working with Microsoft Office Suite, database software, and HTML.
- Maintain an organized workspace and complete work on time.

## Desired Qualifications

- Bachelor of Arts or Bachelor of Science degree.
- Familiarity and/or experience with digital accessibility document remediation and working with CommonLook and/or other remediation software.
- Basic understanding of HTML language, website page updating and/or manipulation, and web page publishing software (such as Sublime Text).
- Experience in working with database, presentation, spreadsheet, and PDF editing software – knowledge of Microsoft Access, PowerPoint, Excel, and Adobe Acrobat.
- Familiarity with Doodle Poll and Survey Monkey software.
- Basic understanding of the legislative process.
- Familiarity with Revisor of Statutes bill drafting software (Xtend) or XML-based software.
- Ability to learn new software and applications.

## Why work for the LCPR?

The work is interesting and challenging, providing opportunities to work on a wide variety of issues directly with legislators, House research and fiscal staff, Senate counsel and fiscal staff, and management and staff for the public pension funds.

## Comprehensive Benefit Package

Positions in the LCPR receive a **comprehensive benefits package**. The Minnesota Legislature offers exceptional benefits including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, retirement plan and 457(b) plan with a match, vacation and sick leave and paid holidays each year.

The Legislature recognizes there are key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, in addition to your salary, make up your total compensation.

## Health and Wellness

The Legislature encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. This includes:

- Low-cost medical, dental, and vision insurance packages, including prescription drug coverage, to fit your needs and ensure you are happy and healthy;
- Free, confidential help through the Employee Assistance Program (EAP);
- Wellness programs and resources to help you reach your wellness goals.

## Financial Well-Being

The State offers retirement and savings plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A retirement plan and a deferred compensation plan (MNDCP) with an employer-paid match to help you plan for your future;
- Basic life insurance at no cost to you, with the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term disability, and accident insurance;
- Pre-tax benefits, including dependent day care, medical/dental spending accounts (MDEA), and parking and public transit options.

## Professional Development

Professional development that empowers employees to do the work they love and reach their career goals is encouraged. This includes:

- Training and development courses;
- Leadership institutes and programs;
- Coaching and mentoring;
- Career planning.

## Work/Life Balance

Work/life balance is supported through:

- Flexible work schedules during the interim when the legislature is not in session;
- Compensatory time options;
- On average 16.25 days of paid vacation each year that accrues at a rate of 5 hours per pay period with the opportunity for increased accruals as years of service increases;
- 13 days of paid sick leave each year that accrues at a rate of 4 hours per pay period;
- Optional vacation leave and sick leave bank credits offered to new employees;
- 10 paid holidays and 2 floating holiday each year;

- 6 weeks of paid parental leave to help you bond in the important weeks after you bring your child home.

Note, however, that during the legislative session (January through May), LCPR staff will experience long work hours and short deadlines, requiring weekend and evening work and the ability to stay composed under pressure.

The LCPR values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace.

**An Equal Opportunity/ADA employer**