

# **Office Assistant**

## **Office of State Senator Chip Shields- Salem Office**

Sen. Chip Shields is hiring an Office Assistant for the upcoming Legislative Session. The position requires someone who is highly motivated, detail-oriented, personable, and has a strong interest in serving the community of N/NE Portland. The position is a full-time, limited duration position (approximately February-June 2015), and requires being at the Capitol office in Salem from 8am-5pm, Monday-Friday. Salary depends on experience (\$1800-2500/month) and health insurance is available.

### **DUTIES AND RESPONSIBILITIES**

The Office Assistant works under the direct supervision of the Senator and with guidance from the Chief Advisor. The primary responsibility of the Assistant is to ensure that the office runs as smoothly as possible and that Sen. Shields is prepared for meetings, floor session, and committee hearings. The Assistant provides office management, constituent casework, and general communication tasks with some opportunity for policy and legislative research.

#### **• Office Management**

The Assistant is in charge of daily office management, including administrative support functions like answering phone calls and emails, managing Sen. Shields' calendar, filing paperwork and ordering office supplies, and greeting visitors to the office. He or she also oversees the member's office budget by monitoring monthly balances from Financial Services and receipts from Legislative Supply.

#### **• Constituent Services**

The Assistant is responsible for answering all constituent inquiries by promptly returning emails and phone calls with the correct information and/or resources. The Assistant conveys the legislator's position on legislation and keeps track of constituent concerns for Sen. Shields. He or she also assists constituents with government agency processes and procedures by gathering information from agencies and other sources. The position requires someone who is competent in writing and research, possesses skills that enable him or her to help solve constituents' problems, and acts as liaison between the legislator and constituents.

#### **• Communications**

The Assistant may be asked to help draft press releases, letters, speeches and testimony, as needed. They may also be asked to coordinate district newsletters, surveys or other bulk mailings, plan events, monitor the website to ensure information is up-to-date, and help Sen. Shields maximize media opportunities.

#### **• Legislative Support**

The Assistant may be asked to help support the Senator and Chief Advisor in researching policy and legislative matters, as they arise.

#### **• Performs other related duties as assigned**

## **WORKING CONDITIONS**

The Assistant works in a very fast paced environment. During the legislative session, this position works in the Capitol building in Salem. Employees working directly for Legislators must be able to perform duties in a typical office setting with little supervision.

## **DESIRED ATTRIBUTES**

- A bachelor's degree or an equivalent combination of education and experience. At least 1-2 years of experience in office administration, in the office of an elected official, in community organizing or policymaking, and/or in direct customer service.
- Excellent organizational skills, high attention to detail, and ability to prioritize work.
- This position requires excellent oral and written communication skills, as well as basic research and editorial skills. A successful applicant should have the ability to research policy concepts and write clearly and persuasively. He or she must also have excellent communication skills to work effectively with constituents, lobby, and legislative staff.
- Familiarity with basic Windows operating systems, specifically Microsoft Outlook; experience organizing and maintaining both computer and paper files is essential.
- Must be very self-motivated and be able to work independently to meet specific goals and timelines based on oral or written instructions.

## **TO APPLY**

Email your application to [sen.chipshields@state.or.us](mailto:sen.chipshields@state.or.us)

### **Your Application should include:**

- 1) **A letter of interest**
- 2) **Resume, or the Legislative Application on the [legislative website](#)**
- 3) **A writing sample to the following constituent concern:**

“Sen. Shields, please tell me what you are doing to help people get affordable health insurance.”

Email is preferred, but you can also mail your application to:

Sen. Chip Shields  
2104 NE 45<sup>th</sup> Ave  
Portland, OR 97213

**The deadline for applying is December 19, 2014.**

**Equal Opportunity / Affirmative Action Employer  
Women, Minorities and Persons with Disabilities Are Encouraged to Apply  
ADA Accommodations Will Be Provided Upon Request**