Application Deadline: 5:00pm on Friday, November 29, 2019
Selected Candidate Interviews to Be Held: First two weeks of December 2019

Job Title: Session Office Assistant
Location: Salem, OR
Duration: Full time, Limited duration for the 2020 Legislative Session (January 1, 2020 – March 31, 2020)

Overview:
Karin Power, State Representative for House District 41 (Milwaukie, Oak Grove, Sellwood, Eastmoreland, Westmoreland, and Brentwood-Darlington), is seeking a temporary office assistant to complement and support her legislative office for the duration of the 2020 Legislative Session.

Representative Power (she/her) is a nonprofit environmental attorney, the youngest mom in the legislature, and one of three LGBTQ+ legislators. She serves as the Chair of the House Committee on Energy and Environment and as a member on House Committees on Water, Judiciary, Legislative Policy and Research, Legislative Counsel, and Subcommittee On Public Records. Her focus in the Legislature is on childcare affordability, housing, clean water, action to address climate change, access to justice, student loan debt, public records, and policies that are driven by marginalized and underserved communities. Her legislative team provides approachable and proactive constituent service, thrives in a dynamic, changing political environment, and is willing to jump in wherever necessary on other tasks as needed by the office.

Position Responsibilities:

▪ Scheduling (25% of time)
  o Manage office calendar, responding to in-person, over the phone, and email meeting requests.
  o Schedule meetings with other legislators, citizens and lobby members at Representative Power’s request.

▪ Office Administration Duties (20% of time)
  o Assist in office administration. Receive and screen all incoming calls and visitors.
  o Answer questions, process mail and respond to inquiries.
  o Provide basic information and referral assistance to the public, state and other governmental agencies.
  o Performs a variety of routine clerical/secretarial tasks such as filing, typing and photocopying.

▪ Constituent Responses (20% of time)
  o Draft responses to constituents who write in with questions or comments on pending legislation and update them on the status of the legislation and Representative Power’s position.
  o Organize a database with information on constituent outreach.

▪ Constituent Casework (10% of time)
  o Aid constituents needing assistance with state processes.

▪ Community Outreach (15% of time)
  o Aiding Legislative Director with planning and execution of town hall programs, constituent coffees, and other events in district.

▪ Policy Research (5% of time)
  o Aid Legislative Director with policy research for Representative Power’s legislation.
  o Attend meetings/briefings with the Legislative Director or Representative Power to take notes and take point on relevant follow up.

▪ Other Miscellaneous Duties (5% of time)
  o Aiding in management of interns.
  o Staffing Representative Power in meetings and on the Chamber Floor when necessary.
Desired Experience, Skills, and Abilities:

▪ Dynamic, positive, highly motivated, responsible, and self-directed.
▪ Strong written and oral communication skills, with a high attention to detail and tactfulness.
▪ Experience working with the public.
▪ Must have ability to communicate respectfully with all visitors and co-workers.
▪ Ability to plan, prioritize, and organize projects.
▪ Team player who is able to take direction.
▪ Must be dependable and timely.
▪ Ability to work in an office with high traffic and frequent interruptions.
▪ Fluency in using Microsoft Office products with speed and accuracy.
▪ Ability to exercise professional judgment and maintain confidentiality where needed.
▪ One year’s experience working in outreach, customer service, or similar field.
▪ A good sense of humor, communication, and perspective amid multiple deadlines and priorities.
▪ Some familiarity with legislative, administrative and judicial systems a plus, but not required.

Minimum Qualifications:

▪ One (1) year of clerical/secretarial experience which included: - work at a full performance level performing typing, word processing, or other generation of documents and lead work responsibility or coordination of office procedures

OR

▪ One (1) year of postsecondary education.
  An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

Position Type/Hours:

▪ Full time, exempt position
▪ Must be able to work Monday through Friday, 8:30-5:00, in the Salem, Oregon Capitol.
▪ Position will involve occasional evening and weekend work with some limited travel.

Compensation:

▪ Depends on experience based on the Legislature’s established pay ranges.

Application Instructions:

▪ Please email the following required application materials to Alexa Jakusovszky, Legislative Director (they/them) to Rep.KarinPower@oregonlegislature.gov with “Session Office Assistant” as the subject line. Questions concerning the position should be directed to Alexa Jakusovszky via email. Please, no phone calls.
▪ Required Application Materials:
  o Cover letter, including pronoun preferences
  o Resume
  o Short Writing Sample
  o Three references (include phone number)
    ▪ References will not be contacted without approval by the office.

Representative Power is an equal opportunity employer and does not discriminate in the selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. Women, minorities, and people with disabilities are encouraged to apply. ADA accommodations will be provided upon request.