

LEGISLATIVE COORDINATOR
HOUSE REPUBLICAN OFFICE

\$3,973 - \$5,583 Monthly

(Starting salary will be determined based on pay equity analysis per Oregon's Equal Pay Act)

*This recruitment is open to current Legislative Branch Employees only

The House Republican Office (HRO) is seeking a full-time Legislative Coordinator to provide budget and policy research, track the caucus agenda, work on policy areas as assigned, and be a resource on all related matters to the House Republican Leader, HRO Chief of Staff, caucus leadership team and the caucus as a whole. This position is part of the HRO Policy Team and directly reports to the HRO Chief of Staff. The Legislative Coordinator will work in a collaborative manner with the other HRO team members, and to serve and support the caucus. This position is located in the State Capitol, Salem, Oregon.

DUTIES & RESPONSIBILITIES

- Work with the Legislative Director to track the House Republican Caucus legislation, budget priorities, and other legislative matters and work to promote their passage.
- Work with legislative counsel to draft or amend legislation;
- Coordinate with legislators, other government agencies, and stakeholders on legislation;
- Perform research on current trends, bills and legislative topics and present findings;
- Contribute to the development and implementation of the House Republican Caucus policy agenda and other legislative priorities;
- Monitor committee hearings and floor debates and report legislative action or developments;
- Assist in preparing Republican Representatives for committee meetings and floor sessions;
- Support development of policy documents for the caucus.
- Work with HRO Communications staff to provide assistance. Also assist in development of materials that support the work of the HRO and caucus members.

HIRING INFORMATION

- The starting salary for this position will be commensurate with the selected candidate's experience and qualifications per completion of pay equity analysis.
- Candidate should be able to start work no later than December 2, 2019.
- This full-time position has management service benefits, including health and dental insurance, optional life and disability insurance programs; a paid retirement program for qualifying individuals; and paid vacation, holiday leave, and sick leave.

WORKING CONDITIONS

The Legislative Coordinator works in a partisan political environment in the Capitol building in Salem. Unpredictable work hours, including evenings and weekends, are required during the Legislative Session and other heavy workload periods.

NECESSARY SKILLS

- Successful experience researching complicated policy issues and providing clear and

concise findings.

- Excellent writing, editing, speaking, and analytical skills and experience presenting information in writing and orally.
- Understanding of the legislative environment.
- Skill in performing professional support functions requiring independent judgment, decision-making, and problem resolution. Excellent work ethic.
- Skill in communicating orally with a variety of people at all levels such as elected officials, other agency or legislative staff members, administrators, the press, and the public.
- Ability to work individually in a self-directed manner and as part of a team and to produce consistent, quality work under deadline in a fast-paced environment.
- Exceptional ability in organization and detail-orientation.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in Business or Public Administration, Public Relations, Political Science, Marketing, Journalism, or the Behavioral or Social Sciences or related degree **OR**

Three years technical or higher-level experience directly related to the position under recruitment

*An equivalent combination of education and experience sufficient to demonstrate the ability to perform the duties of the position may be considered.

TO APPLY

Please complete the following: 1) Cover letter, 2) Current resume, 3) Three professional references, and 4) [A completed Legislative Administration employment application](#). Send to Bruce Anderson at bruce.anderson@oregonlegislature.gov.

- The Cover Letter should include a statement of how you meet the qualifications and necessary skills.
- All applications will be confidential; references will not be contacted unless a candidate becomes a finalist for the position.

This position will remain open until filled. However, to be considered in the first round of interviews, applications must be received by November 12, 2019.

Any questions concerning this position should be directed to the House Republican Office: 503-986-1400.

The Legislative Assembly cannot be responsible for materials that are lost in the mail, illegible, or missing as a result of transmittal.