



Legislative Assistant 2 for State Representative Nancy Nathanson

Application deadline: December 6, 2022 5:00 PM. Applications will be reviewed as they are received.

- **Salary and benefits:** \$3,402 - \$5,103 per month, depending on education and experience. The salary in this job posting reflects the base salary without contributions to the Public Employee Retirement System (PERS). Employees eligible for PERS will have their salary increased by roughly 6.95% and 6% will be automatically be subject to a mandatory employee contribution to PERS. The Legislature contributes toward a generous employee benefits package including health, vision, and dental insurance, optional life and disability insurance programs, and sick leave.

Duration: This is a limited duration, full-time salaried position, beginning approximately January 3, 2022, and a likely ending date near the end of the 2022 legislative session (mid-March/early April). An earlier start date will be considered depending on the availability of the applicant.

Location: During the 2022 session, this position will work remotely or in the Oregon Capitol in Salem, depending on Capitol operational rules and the needs of the position. Candidates must be able to work from home and at the Capitol. While working from home, personal, stable, and high-speed internet access will be required to perform the functions of this position. A laptop computer with secure access to legislative systems will be provided.

About the Position: The Legislative Assistant will work closely with Representative Nathanson and the permanent Legislative Aide. This role takes on a wide range of responsibilities, providing general administrative and legislative support to the office. Responsibilities may include:

- Reception: Screen and route phone calls; take messages for the legislator; refer calls as necessary; greet visitors; read and sort mail
- Scheduling: Respond to meeting requests in a timely manner; maintain calendar by scheduling meetings, events, committee hearings, and town halls
- Constituent services: Track and assist with responses to all constituent contact (via phone, email, letter, or social media); act as a liaison between Legislator and constituents; help to provide resources and solutions to constituents who are seeking the office's assistance with various problems
- District Outreach: Coordinate and staff town halls and constituent events
- Communications: Monitor news sources and mail for relevant content for e-newsletters; write and edit e-newsletters, social media posts, speeches, etc;
- Policy work: Support the legislative work of the office through research, and tracking bills, committee activity, and policy issues

Minimum qualifications:

Bachelor's degree and three (3) to five (5) years of related experience.

An equivalent combination of education and experience sufficient to demonstrate ability to

perform the duties of the position may be considered.

Desired knowledge, skills and abilities:

- Exceptional organizational skills and strong attention to detail.
- Strong written communication skills
- Ability to stay focused in a fast-paced environment and adapt to changes quickly. Legislative work has many moving parts and the ability to process incoming information quickly, exercise judgment to prioritize tasks, and manage workflow in a dynamic office is crucial.
- Skill in using software such as Microsoft applications or transferrable computer skills and ability to learn new technology systems quickly
- Ability to work independently and exercise professional judgment. Especially when working remotely, this position requires the ability to work independently of supervision to meet goals and expectations, as well as a high degree of confidentiality and tact.
- Excellent customer service skills and ability to work with the public. This position interacts with stakeholders and members of the public who may strongly agree or disagree with the Representative's positions. Staff should model tact and courteousness in communicating with people on a range of issues.
- Ability to travel to Salem and to community events in Eugene, as needed.
- This position may require working irregular hours, including some evenings and weekends (e.g., for town hall meetings).

Other desirable skills and experience

- Familiarity with House District 13 or the Eugene/Springfield area
- Administrative experience, especially with scheduling
- Experience in a customer service or client-facing role

[To review the position description in its entirety, please click here.](#)

Application instructions: Send the following documents to

Rep.NancyNathanson@oregonlegislature.gov with "Legislative Assistant 2" in the subject line:

- Cover letter
- Resume
- Three references with contact information. References will not be contacted without prior authorization by the candidate
- Oregon state government provides qualifying veterans and disabled veterans with preference in employment in accordance with ORS 408.225, 408.230, and 408.235. If you are requesting veterans' preference, please attach corresponding documentation indicating your veteran's status.

Representative Nathanson 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.