

# **LEGISLATIVE ASSISTANT**

## **Senator Richard Devlin's Office**

Senator Richard Devlin, currently Senate Co-Chair of the Ways and Means Committee, is hiring a legislative assistant (LA) for the 2015 legislative session. The position is temporary and begins no later than Dec. 1. Salary is dependent on experience.

### **DUTIES AND RESPONSIBILITIES**

The LA works under the supervision of Senator Devlin and his Senior Legislative Assistant, providing legislative, constituent, communication and administrative support to the office during the 2015 legislative session.

#### **Legislative Support**

The LA monitors committee hearings and floor debates as required, and reports legislative action or developments to the member. He or she works with legislative counsel to amend or draft legislation at the direction of the member. The LA tracks the member's personal legislation, works to promote passage and coordinates legislative research.

#### **Constituent Services**

A principal duty is to answer all constituent inquiries that concern legislation by drafting letters and emails, making telephone calls, or participating in face-to-face meetings. The LA conveys the legislator's position on legislation to constituents and conveys district concerns to the legislator. He or she also assists constituents in dealing with government agencies by gathering information from the agencies and other sources. To properly address constituent cases, the LA must be competent in writing, research and problem solving, must be able to act as a liaison between multiple parties.

#### **Communications**

The LA is responsible for assisting in all communication efforts including drafting press releases, coordinating media contact and planning press events. He or she also drafts letters, speeches and testimony, as needed. The LA produces the member's district newsletters, surveys or other bulk mailings, updates the website and helps maximize social media opportunities.

#### **Office Management**

The LA may also supervise and coordinate the activities of office interns or volunteers. This position includes administrative support functions such as answering phone calls, scheduling meetings, filing and greeting visitors to the office.

### **WORKING CONDITIONS**

The LA works in a fast-paced environment of the Capitol building in Salem. This position may require work on evenings and weekends, as well as some limited travel. Employees working directly for legislators must be able to perform duties in a typical office setting with little supervision.

## **MINIMUM QUALIFICATIONS**

- A bachelor's degree.
- Experience sufficient to demonstrate ability to perform the duties of the position.

## **DESIRED ATTRIBUTES**

- 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, as well as excellent communication skills in order to work effectively with constituents, lobby and legislative staff.
- Ability to work independently, to meet specific goals and timelines based on oral or written instructions.
- Excellent organizational skills, ability to prioritize and delegate work as needed.
- Familiarity with basic Windows operating systems, specifically Microsoft Outlook and Excel, and experience organizing and maintaining both computer and paper files.
- Experience working public policy development as well as a familiarity with public budgeting and accounting is a plus.

## **TO APPLY**

Applications will be accepted until the position is filled. For consideration during the first round of interviews, all application materials must be received by 5 p.m. on Friday, Oct. 10, 2014.

Email your resume, letter of interest and three professional references to: Ellie Boggs at [sen.richarddevlin@state.or.us](mailto:sen.richarddevlin@state.or.us). Questions concerning the position should be directed to Ellie Boggs at (503) 986-1719. Senator Devlin's office is not responsible for materials that are lost in the mail, illegible, or missing as a result of transmittal.

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