

# LEGISLATIVE ASSISTANT

Senate Democrats will be hiring legislative assistants for the upcoming Legislative Session. Some positions will be for a limited duration (2014 legislative session). Salaries will vary by office. Positions are both full time and part time and will start as early as January 6, 2014. By applying you are agreeing to share your resume with the offices of Senate Democratic Senators for consideration of employment. If you have an interest in working for a specific legislator, please contact them as well as submitting your resume to the Senate Majority Office.

## DUTIES AND RESPONSIBILITIES

### General Duties and Responsibilities

The legislative assistant (LA) works under the supervision of the Senator, providing legislative and administrative support, performing constituent casework, and handling general communication tasks.

- **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 constituents' 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, as well as district concerns to the legislator. He or she also assists constituents in dealing with government agencies by gathering information from agencies and other sources. The position requires someone who is competent in writing and research; who possesses skills that enable him or her to help solve constituents' problems and act as liaison between the legislator and constituents.

- **Communications**

The LA is responsible for communication efforts on behalf of the Senator. The LA drafts press releases and op-ed columns, coordinates media contact and plans press events. He or she also drafts letters, speeches and testimony, as needed. The LA coordinates production of the member's district newsletters, surveys or other bulk mailings, monitors website to ensure information is up to date and helps the member maximize social media opportunities.

- **Office Management**

The LA supervises and coordinates the activities of office interns or volunteers. He or she oversees the member's office budget by monitoring monthly balances from Financial Services and receipts from Legislative Supply. This position will likely include administrative support functions including, but not limited to answering phone calls, filing and greeting visitors to the office.

- **Performs other related duties as assigned**

## **WORKING CONDITIONS**

The Legislative Assistant works in a fast-paced environment. During the legislative session, this position usually works in the Capitol building in Salem. If the position is not a limited duration session only position, during the interim this position may be located in the district of the Senator. This position may have to work evenings and some weekends with some limited travel required. 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 or an equivalent combination of experience and education.
- Some Senators are interested in individuals with a master's degree or experience working in the legislative process or public policy development.
- 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, and have excellent communication skills in order to work effectively with constituents, lobby and legislative staff.
- Excellent organizational skills, ability to prioritize and delegate work as needed.
- Familiarity with basic Windows operating systems, specifically Microsoft Outlook; Experience organizing and maintaining both computer and paper files is essential.
- Must possess the ability to work independently, to meet specific goals and timelines based on oral or written instructions.

## **TO APPLY**

Applications will be accepted until the position is filled.

Mail, email, or deliver your resume and letter of interest to:

Senate Majority Office  
900 Court St. NE, S-223  
Salem, OR 97301

Fax: 503-986-1080/ Email: [carol.suzuki@state.or.us](mailto:carol.suzuki@state.or.us)

Questions concerning the position should be directed to Carol Suzuki at the Senate Majority Office at (503) 986-1076. The Senate Majority Office cannot be responsible for materials that are lost in the mail, illegible, or missing as a result of transmittal.

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