

LEGISLATIVE DIRECTOR POSITION

Representative Cliff Bentz (R-Ontario) is currently the Vice-Chair of the Revenue Committee. He also sits on the Transportation & Economic Development Committee, Energy & Environment Committee, the Joint Committee on Department of Energy Oversight, the Joint Policy & Research Committee, and Legislative Counsel Committee, as well as several Task Forces and Work Groups.

This is a full-time, temporary position for the duration of the 2017 Legislative Session (approximately 6 months), starting in mid-January and running through mid-July. This position carries a modest salary.

DUTIES & RESPONSIBILITIES

The Legislative Director works under the supervision of the Representative. Position entails drafting and researching legislation, organizing committee materials, and managing day-to-day legislative work.

Both the Legislative Director and District Director will supervise and coordinate the activities of the receptionist and office interns.

WORKING CONDITIONS

The Legislature is a fast-paced environment. This is a temporary full-time position for the duration of the 2017 Legislative Session starting in mid-January and lasting approximately six months. Employees working directly for Legislators must be able to perform duties in a typical office setting with minimal supervision.

MINIMUM QUALIFICATIONS

A Juris Doctorate degree is required. Experience not required, but would be helpful. Recent JD graduates welcome to apply.

DESIRED ATTRIBUTES

This position requires excellent oral and written communication skills, as well as basic research and editorial skills. A successful applicant should have computer skills and excellent communication skills in order to work effectively with legislative staff. Excellent organizational skills are a must. A working knowledge of basic Windows operating systems, specifically Microsoft Outlook, Word, Internet, Excel, Powerpoint, etc, are required.

TO APPLY

Applications will be accepted until the position is filled. Consideration of applications will begin immediately, and interviews will be scheduled accordingly with qualified applicants.

Email your cover letter and resume to: Andrea Dominguez (District Director) at rep.cliffbentz@state.or.us. Questions concerning the position should be directed to Andrea Dominguez at 541-889-8866.

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