

Representative Mark Johnson (R-Hood River) is currently the Vice-Chair of the Energy and Environment Committee. He also sits on the Higher Education and Workforce Development and Revenue Committee.

Rep. Johnson is currently seeking a temporary Legislative Assistant for the 2015 Session. The salary for this position is \$10/hour. The successful applicant must be able to work a minimum of 15 hours per week, at least 3 days per week. We are willing to work around class schedules if you are attending college, and there may be opportunity for credit through your university. This position begins January 12 and will run through the 2015 Legislative Session (approximately 5 months).

DUTIES & RESPONSIBILITIES

The Legislative Assistant will work under the supervision of the Representative and his senior staff, providing office support, researching bills, assisting with constituent issues, and assisting the Representative and other staff members.

WORKING CONDITIONS

The Legislature is a fast-paced environment. This position is a temporary, part-time position, for the duration of the 2015 Legislative Session starting in February, and will last approximately five months. Employees working directly for Legislators must be able to perform duties in a typical office setting with minimal supervision.

MINIMUM QUALIFICATIONS

Must possess a high school diploma and be enrolled in an Oregon university, College, or Community College. Must be able to drive self to Oregon State Capitol Building (900 Court St. NE, Salem) several days a week (depending on the schedule worked out with our office).

DESIRED ATTRIBUTES

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

TO APPLY

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

Email your cover letter, resume, and [Legislative Employment Application](#):
Cassandra Kornacki (Chief of Staff) at crkornacki@gmail.com. Questions concern the
position should be directed to Cassandra Kornacki at 716-799-3969

<https://www.oregonlegislature.gov/la/Documents/LegEmpApp.pdf>

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