

# LEGISLATIVE ASSISTANT

Several Democratic Senators will be seeking Legislative Assistants for the 2015 Legislative Session. Some positions will be for a limited duration (session only). Positions are both full time and part time and will start as early as January 5, 2015. Salaries will vary by office and is dependent upon experience. 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. Excellent benefits package provided.

## DUTIES AND RESPONSIBILITIES

The Legislative Assistant (LA) works under the supervision of the Senator, provides legislative and administrative support, performs constituent casework, and handles 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 the member's website to ensure information is up to date and will be responsible for maximizing the Senator's social medial opportunities, including management of Twitter and Facebook accounts. The LA will also plan and organize district town hall meetings and serve as a liaison to other legislative offices.

- **Office & Intern Management**

The LA will manage the office and oversee the member's office budget by monitoring monthly balances from Financial Services and receipts from Legislative Supply. This position will also include administrative support functions including but not limited to answering phone calls, filing, and greeting visitors to the office. The LA will also be responsible for coordinating the hiring process and supervision of session interns or volunteers who will assist in general office functions, both constituent and legislative.

- **Performs other related duties as assigned**

## **WORKING CONDITIONS**

The Legislative Assistant works in a fast-paced partisan 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.

## **DESIRED ATTRIBUTES**

- Some Senators are interested in individuals with a master's degree or a law degree or have previous experience working in the legislative process or in 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, as well as 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.
- In addition, an ideal candidate will be familiar with the legislative process and have a good understanding of Oregon's political landscape.

## **TO APPLY**

To apply, please e-mail (1) a cover letter and (2) a current resume to Carol Suzuki at [carol.suzuki@state.or.us](mailto:carol.suzuki@state.or.us).

**Applications will be accepted until positions are filled.**

Questions concerning the position should be directed to Carol Suzuki at 503-986-1700. TTY 503-986-1374.

The Senate Majority Office cannot be responsible for materials that are lost 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**