

**Oregon State Legislature
Job Description
Committee Assistant**

Classification Title	Committee Assistant		
Job Code:		Job Family:	Legislative
Pay Grade	05	Date Reviewed:	
FLSA Status	Non-exempt	Date Revised:	April 2023

GENERAL SUMMARY

Provides general administrative services to legislative committees, task forces, and work groups including managing public records and assistance to legislative members, staff, lobbyists, and the public

REPORTING RELATIONSHIPS

Reports to LPRO Director and Deputy Director for Administration.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Delivers nonpartisan administrative support to legislative committees, task forces, and workgroups in accordance with chamber rules, meeting decorum standards, and public meetings law, including the logistical coordination and support for in-person and hybrid meetings.
2. Provides coordinated staff support to legislative members, agencies, and statutory offices including responding to general inquiries for information from the public.
3. Provides general clerical and office support to meet office needs.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Legislative processes and practices
- Principles of work organization, prioritization, and efficiency
- Professional editing and proofreading
- Professional writing

Skill in:

- Organization and time management
- Microsoft Office Suite software programs
- Troubleshooting and adaptability relating to technology
- Typing and operation of office equipment
- Effective written and verbal communication
- Interpersonal relations and effective teamwork

Ability to:

- Learn and retain skills in new computer programs, government policies and procedures, and legislative roles and processes
- Maintain an impartial, nonpartisan perspective in a political environment
- Maintain confidentiality and handle politically sensitive work
- Communicate clearly and effectively, both verbally and in writing
- Establish effective working relationships
- Prioritize competing demands and meet deadlines under stressful conditions
- Be highly productive and detail-oriented
- Work independently

MINIMUM QUALIFICATIONS

- Associates Degree; and
- One (1) year of clerical/secretarial experience performing typing and word processing functions, providing customer/client service, and providing clerical coordination for a project, program, or organization.

OR

- An equivalent combination of education and experience sufficient to demonstrate the ability to perform the duties of the position.

An additional degree may substitute for one year of experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment, on-site and remote.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.