

**Oregon State Legislature
Legislative Assistant II
Job Description**

Classification Title	Legislative Assistant II		
Job Code:	9912, 9913, 9914	Job Family:	Legislative
Pay Grade	05	Date Reviewed:	
FLSA Status	Nonexempt	Date Revised:	12/2020

GENERAL SUMMARY

Provides general administrative support to the Legislative Member's Office by coordinating schedules, correspondence, events and responding to questions or requests for information. Prepares draft communications, speeches, and legislation. Conducts research, policy analysis, and performs outreach and other Constituent Services. Attends Committee meetings and performs related duties as necessary.

DISTINGUISHING CHARACTERISTICS

While the focus of this position is to provide day-to-day office support for the Member, this position is distinguished from the Legislative Assistant I in that this position has additional duties such as assisting in the research and analysis of issues in the review and development of legislation, social media presence and outreach.

REPORTING RELATIONSHIP

May be assigned to various areas across the Branch.

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. Assists in the day-to-day operations and functions of the Legislative Member's Office.
2. Acts as the primary point of contact for the Legislative Member's Office. Answers phone calls, greets visitors, coordinates visits, assists with requests, and responds to general inquiries.
3. Develops messaging, writes floor speeches, composes letters, drafts responses to legislation, writes press releases, drafts bills, and evaluates policies.
4. Researches and writes policy analyses. Analyzes proposed legislation.
5. Monitors and tracks bills.

6. Assists in developing and implementing communication and outreach strategies. Manages social media.
7. Coordinates town halls and other public outreach events.
8. Manages incoming communications, including emails, mail, and in-person visitors.
9. Meets with constituents and stakeholders.
10. Schedules meetings and coordinates logistics. Manages Member's calendar and appointments.
11. Assists constituents in navigating bureaucracy and understanding impact of legislation.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Legislative processes and practices
 - Existing legislation and its ramifications
 - Historical context of policies
 - Current bills in process
- **Skill in:**
 - Effective verbal and written communication
 - Data management
 - Researching policy issues
 - Office management
 - Event organization
 - Social media platforms and etiquette
- **Ability to:**
 - Pay close attention to detail
 - Manage time effectively and stay organized
 - Multitask and manage multiple projects simultaneously
 - Remain calm and flexible under pressure
 - Understand complex legislative issues
 - Provide excellent customer service and maintain a friendly, welcoming, and professional disposition

MINIMUM JOB REQUIREMENTS

Bachelor's degree and three (3) to five (5) years of related experience.

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

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.

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 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.