

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

Classification Title	Legislative Assistant III		
Job Code:	912, 913, 914	Job Family:	Legislative
Pay Grade	111	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	4/2020

GENERAL SUMMARY

Supports day-to-day operations of the Legislative Member's Office in the areas of policy development, legislative strategy, and constituent services. Conducts research, policy analysis. Performs outreach, provides constituent services and coordinates schedules and events. Prepares draft communications, correspondence, speeches, and legislation. Attends Committee meetings and performs related duties as necessary.

REPORTING RELATIONSHIPS AND TEAM WORK

May be assigned to various areas across the Branch.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the II level in that it conducts research, analysis, and **advises** the Member on legislative strategy. The position exercises a wide range of independent discretion and independent actions when interacting with other Legislative offices, Member, and constituents. It is involved in the development of legislative strategies and advancement of the policy agenda and legislative goals of the office.

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. Supports the Member in efforts to advance the policy agenda and legislative goals of the office. Develops and implements legislative strategies.
2. Provides counsel, guidance, and feedback on legislative and policy decisions.
3. Monitors committee hearings and floor debates and reports legislative action or developments.
4. Drafts letters, speeches, and testimony.
5. Researches bills, policies, current laws, and topics.
6. Works with legislative counsel to draft or amend legislation.
7. Attends and staffs work groups, task forces, meetings, tours, and other events on behalf of the office.

8. Schedules and coordinates meetings, hearings, town halls, and other events. Manages the schedule of the legislative member.
9. Contacts and arranges for speakers, presenters and witnesses.
10. Arranges travel and lodging accommodations.
11. Manages external communications, including social media accounts, newsletters, and press releases. Formulates and executes communication plans to ensure constituents understand the work being done.
12. Interfaces with the general public, constituents, lobbyist, business leaders, other legislators, legislative staff, and interest groups to understand issues, draft legislation and help get legislation passed and signed into law.
13. Provides responsive constituent services, such as tracking and assisting with responses to constituent communications, acting as a liaison to constituents, and helping to provide constituents with resources and solutions.
14. Manages the day-to-day activities of the office, including clerical tasks, record-keeping, research, and reports.
15. Acts as the primary contact for all visitors, answers phones and emails.

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
- **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

hMINIMUM JOB REQUIREMENTS

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

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.