

**Oregon State Legislature
Publication Assistant
Job Description**

Classification Title	Publication Assistant		
Job Code:		Job Family:	Administrative Services
Pay Grade	4	Date Reviewed:	September 2025
FLSA Status	Non-Exempt	Date Revised:	

GENERAL SUMMARY

Provides publication services and technical expertise for the Chief Clerk’s Office by assisting in the preparation of complex documents and texts for publication. Assists the House Journal Clerk with administrative and clerical support throughout the publication life cycle of the Legislative Journal, other books, pamphlets, reports, and online content.

Serves as the first point of contact for the office. Answers phone calls, checks voicemails, and refers callers to the appropriate party. Opens and distributes mail, responds to email and schedules meetings. Provides administrative support by monitoring office supply levels. Engages with the public, members, and staff as non-partisan information resource.

REPORTING RELATIONSHIP

Reports to the Chief Clerk of the House.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone position and is not part of a job series.

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. Prepares legislative documents in a variety of formats by creating, formatting, updating and manipulating electronic documents and publications to meet legislative form and style requirements of the Chief Clerk’s Office.
2. Troubleshoots formatting problems and manipulates complex word processing coding and layouts.
3. Assists with a wide variety of publication projects that vary in duration and complexity, including the electronic production, editing and maintenance of legislative publications such as the *House Journal*, and other specialty publications, annotations and manuals.
4. Proofreads manuscripts to identify any grammatical and spelling errors.

5. Researches and collects necessary information for completion of various office publications.
6. Receives, screens, assists, and controls the flow of information, visitors and callers from a variety of backgrounds; provides information, resolves problems, routes callers, mail, documents and visitors to the appropriate Chief Clerk's Office staff.
7. Oversees the development, implementation, and management of the Clerk's Office social media accounts. Tracks best practices, trends, and technologies; researches audience preferences; develops posting schedule; creates content; and analyzes user engagement.
8. May complete other duties and special projects as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Legislative processes and legislative documentation formatting and practices
 - Publication processes and procedures
 - Computer troubleshooting methods
 - English usage, spelling, punctuation and grammar
 - Programming principles and concepts
 - Desktop design, publishing and typesetting software
- **Skill in:**
 - Using computer software for word processing, document tracking and publication
 - Strong written and verbal communication
 - Advanced-level computer skills
 - Grammar, editing and formatting
 - Time management and prioritization
 - Problem solving and judgment
 - Research and reporting techniques
 - Using Microsoft Office Suite and Adobe Acrobat Pro
- **Ability to:**
 - Multitask, manage time, prioritize work and remain organized under pressure in an environment of constant fluctuating deadlines
 - Effectively work with a team of diverse individuals
 - Carefully review and edit materials
 - Design page layout utilizing word processing and desktop publishing software
 - Develop and maintain working relationships
 - Adapt quickly to new computer software and learn to use the software efficiently
 - Exercise discretion and maintain confidentiality
 - Maintain an impartial, nonpartisan perspective in a political environment

MINIMUM JOB REQUIREMENTS

A bachelor's degree from an accredited four-year college or university or three years word processing experience that includes advanced production word processing, database management and document tracking.

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.

During peak times, this position works overtime, including weekends and holidays.

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.