

**Oregon Senate Majority Office  
Administrative Coordinator  
Job Description**

<b>Classification Title</b>	Leadership Office Assistant		
<b>Job Code:</b>	9912	<b>Job Family:</b>	Legislative
<b>Pay Grade</b>	06	<b>Date Reviewed:</b>	
<b>FLSA Status</b>	Non-Exempt	<b>Date Revised:</b>	10/2024

## **GENERAL SUMMARY**

Drafts and distributes the Senate Democratic Floor Report to Senate Democratic members, member offices and leadership staff.

Serves as first point-of-contact for office and ensures that visitors in the Senate Majority Office are properly directed. In collaboration with the Operations Manager, provides administrative and logistical support to the Senate Majority Office and Senate Democratic member offices.

May assist with constituent services, meeting coverage, caucus member district outreach and legislative research as needed.

May perform other duties as assigned.

## **REPORTING RELATIONSHIPS**

Reports to Caucus Chief of Staff.

## **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. Drafts and distributes the Senate Democratic Floor Report to Senate Democratic members, member offices and leadership staff containing key information on measures up for third reading and final consideration ahead of all Senate floor sessions.
2. Creates a welcoming and inclusive environment by serving as the first point-of-contact for office.
3. Appropriately directs visitors to the Senate Majority Office, making connections between visitors and Senate Majority Office team members or redirecting visitors to other capitol offices.
4. Provides administrative and logistical support to the Senate Majority Office and Senate Democratic member offices.

5. May assist with constituent services, meeting coverage, caucus member district projects and legislative research as needed.
6. May perform other duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Legislative and legal processes
  - Office administration
- **Skill in:**
  - Written and verbal communication
  - Providing customer service
- **Ability to:**
  - Pay close attention to details, multitask, and remain organized
  - Follow directions and protocol

## **MINIMUM 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 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.