

**Oregon Senate President's Office**  
**Legislative Assistant I / Executive Assistant**  
**Job Recruitment**  
**Salary: \$3317-\$4879 / monthly**

**GENERAL SUMMARY**

The Oregon Senate President's Office (SPO) is hiring a Legislative Assistant 1 to fill the role of Executive Assistant. This is a full-time, continuing position.

This position provides general administrative support to SPO by coordinating schedules, managing correspondence, and serving as the point of contact regarding questions, and concerns. Greets and responds to all visitors to the office.

The executive assistant is our key front office position and requires a person with a friendly, outgoing personality. This position must be present in the front office desk for most of every day.

The position interacts with all manner of individuals from the general public to elected officials and dignitaries. The position provides office support (including making coffee), answers phone calls, sorts emails, greets visitors and schedules appointments for the Senate President and other staff members in the office.

**NOTE:** Due to the Coronavirus pandemic, the Capitol Building is closed to the public and all non-essential personnel. Legislative employees will work both from home and within the building when necessary. While working from home, personal, stable and high-speed internet access will be required to perform the functions of this position. There are occasions that require employees scheduled to be working from home, to report to the Capitol Building. Every effort will be made to provide reasonable notice. However, as with all Capitol employees, you may be required to report to the building under short notice. The Capitol building is located at 900 Court Street NE, Salem, OR 97301.

**DISTINGUISHING CHARACTERISTICS**

This position is the first level in the Legislative Assistant job family. Its primary responsibility is general administrative support for the smooth and efficient day-to-day operations of the President's office.

**REPORTING RELATIONSHIPS AND TEAM WORK**

This position is part of the Senate President's Office. Incumbents will report to the Chief of Staff and Senate President directly, though will also need to be responsive to the Senate President's Office as a whole. The SPO is a collaborative environment, working as a team to help the Senate operate smoothly.

## **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. Maintains the Senate President's calendar and schedules appointments. Responds to scheduling requests. Schedules meetings for other SPO staff. Arranges business travel.
2. Acts as the primary point of contact for the Senate President's Office. Answers phone calls, greets visitors, coordinates visits, assists with requests, and responds to general inquiries.
3. Provides administrative support, such as maintaining records in compliance with public, answering phones, processing mail and emails, and maintaining office supplies.
4. Responds to constituent requests and questions.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Legislative processes and practices
  - Microsoft Outlook
  - Microsoft Office Suite
  - Knowledge of Microsoft Teams preferred but not necessary
- **Skill in:**
  - Effective verbal and written communication
  - Researching policy issues
  - 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
  - Provide excellent customer service and maintain a friendly, welcoming, and professional disposition

## **MINIMUM JOB REQUIREMENTS**

One (1) year of experience performing administrative duties in support of organization projects or programs. Qualifying experience would involve data collection and analysis; project evaluation and/or analysis; interpretation and application of laws, rules, and regulations; or similar experience. (OR)

Bachelor's degree and one (1) year of clerical/secretarial experience, which included full performance level typing, word processing, or other generation of documents AND lead work responsibility or coordination of office procedures.

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

A great attitude and interest in working in the legislature is required.

## **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.

## **TO APPLY**

Applications will be accepted until the position is filled. Consideration of applications will begin immediately.

Email your resume and cover letter to Lisa Taylor: [Lisa.Taylor@oregonlegislature.gov](mailto:Lisa.Taylor@oregonlegislature.gov). Your cover letter should clearly state how your work history aligns with the requirements, knowledge, skills and abilities listed above.