



Oregon Legislative Assembly

POSITION DESCRIPTION

POSITION INFORMATION

Title: Legislative Assistant
Desired State Date: September 2019
District: Oregon Senate District 19
Salary Range: \$3,214 - \$4,727, depending on education and experience.
Duration: Continuing
Eligible for Overtime Pay: No

POSITION INFORMATION:

The primary purpose of this position is providing executive support to a legislator providing policy research and development and a variety of administrative services including office reception; constituent customer service; communication; public involvement and outreach. This position has regular access to confidential information. Confidentiality must be maintained.

The Legislative Assembly is an exempt agency. This position is "at will." "At-will employee" means an employee who may be terminated without cause at the discretion of the appointing authority or designee. All Legislative Branch employees are at-will employees throughout their service, regardless of the duration of the position or the funding for the position, including service during an introductory period. This position is not eligible for overtime.

TO APPLY:

Please e-mail a resume, cover letter and three references to dominique.rossi@oregonlegislature.gov "Legislative Assistant Application" in the subject line by **Friday August 2nd at 8 pm** for best consideration.

Equal Opportunity / Affirmative Action Employer. Women, People of Color, and Persons with Disabilities are encouraged to apply. ADA accommodations will be provided upon request.

DESCRIPTION OF DUTIES:

This position may include any or all of the duties listed below:

Position Duties
<p>Policy work – Track Legislator’s personal legislation and other priorities, work to promote their passage, coordinate with stakeholders, and conduct research.</p> <ul style="list-style-type: none">• Work with legislative counsel to draft or amend legislation, as needed;• Monitor committee hearings and floor debates and report legislative action or developments;• Assist in preparing the member for committee meetings and floor sessions, by drafting letters, speeches and testimony;• Attend and staff work groups, task forces, tours, and other events on behalf of the office, as needed;• Attends meetings in the Capitol or in the district on behalf of the legislator when the legislator is unable to be present or delegates attendance of the meeting on his or her behalf;• Contacts and arranges for speakers, presenters and witnesses;• Performs research on bills and topics as determined by the legislator;
<p>Constituent Services – Provide responsive constituent services on behalf of district.</p> <p>This includes:</p> <ul style="list-style-type: none">• Tracking and assisting with responses to all constituent contact (via phone, email, or letter);• Acting as a liaison between Legislator and constituents;• Helping to provide resources and solutions to constituents who are seeking the office’s assistance with various problems.
<p>District Outreach –</p> <ul style="list-style-type: none">• Coordinate and staff town halls and constituent events.• Build and maintain strong relationships with local elected officials, community leaders, etc
<p>Communications -- Manage external communications to ensure that constituents are informed of the Legislator’s work via:</p> <ul style="list-style-type: none">• Newsletters, Social media, Op-ed columns, Press releases, etc.
<p>Scheduling – Manage the Legislator’s calendar by scheduling:</p> <ul style="list-style-type: none">• Receives and schedules meeting and requests for appointments from constituents, other legislators, members of the public, and lobbyists and advocates;• Hearings, Town halls, and other events;• This may also include securing meeting space.
<p>Office Management – Manage the day-to-day activities of a legislative office.</p> <ul style="list-style-type: none">• Performs a variety of routine clerical/secretarial tasks such as filing, typing and photocopying.• Provides information and referral assistance to the public, state and other governmental agencies.• Maintains accurate and up to date files office records, library collection, and mailing lists (both paper and electronic) on bills, committee work, task forces and reports, and concerns of constituents.• Monitors website and requests changes that need to be made.• Reads, sorts, and distributes incoming mail;• Develops forms and reports as requested;• Maintains and processes of confidential documents and files;• May supervise session staff and interns;<ul style="list-style-type: none">○ Distribution of work duties;○ Participation in hiring and dismissal of staff;○ Participation and contribution to performance management.
<p>Reception</p> <ul style="list-style-type: none">○ This position serves as primary contact for all incoming telephone lines and in-person visitors of the Legislator’s office when not in session.○ Screens and routes calls to appropriate staff members;○ Takes messages for the legislator; refers calls as necessary;○ Greets and directs visitors to appropriate destinations;○ Takes information on referrals or complaints received by telephone or in person;○ Notifies legislator about concerns or complaints.

Other duties as assigned.

WORKING CONDITIONS:

This position may require working irregular hours that may include evenings and weekends.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience passing legislation and/or developing policy proposals on a range of issues.
- Excellent and effective communication skills, including outstanding writing skills.
- Demonstrated skill in collaborating with staff, community stakeholders and public officials to advance the county's agenda.
- Sound Political Judgement- able to get up-to-speed on district nuances and pathways to achieve desired outcomes.
- Strong attention to detail and strong work ethic.
- Skill in addressing and resolving interpersonal conflicts.
- Exceptional ability in organization and detail-orientation.
- Ability to manage stress and remain flexible in a changing environment.
- Skill in communicating orally with a variety of people at all levels such as other agency or legislative staff members, administrators, the press and the public.

EMPLOYER STATEMENT

This employer is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. This employer does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.