

The office of State Senator Kathleen Taylor seeks a full time, permanent Legislative Assistant to serve Senate District 21. Senator Taylor's legislative assignments include serving as the Chair of the Senate Committee on Labor and Business, and Co-Chair of the Ways & Means Subcommittee on Natural Resources. She has championed workplace protections, is passionate about environmental issues, and often works on social issues to provide resources for vulnerable populations, such as foster youth and victims of crimes. She consistently takes on an ambitious policy agenda, and her Legislative Assistant will play a key role in seeing that agenda through to success. This job takes place in Portland and Salem and will require flexible work hours including some nights and weekends.

To apply, review the job posting below, and send a current resume, cover letter, and 3 references to sen.kathleentaylor@oregonlegislature.gov with "LA Application" in the subject line BEFORE December 10th at 12pm.



OREGON LEGISLATURE
Class Specification
L9912

LEGISLATIVE ASSISTANT TO A LEGISLATIVE MEMBER

LA 1 \$3037-\$5056 monthly

GENERAL DESCRIPTION OF CLASS

The Legislative Assistant provides confidential executive support and performs or coordinates administrative work for a legislative member. Some employees in this class may supervise the work of clerical employees, interns and volunteers who provide secretarial and related support in the offices of the legislative member.

DISTINGUISHING FEATURES

This position works directly for a legislative member, who is the Appointing Authority. It is distinguished from the Session Secretary to a Legislative Member, by responsibility for completion of assignments received from the legislative member, and responsibility for decisions that regularly relate to highly sensitive matters. These decisions may concern the appropriate application and interpretation of policies and procedures to non-routine matters.

DUTIES AND RESPONSIBILITIES

Employees in this classification report to a legislative member. These positions perform

a variety of administrative-related liaison activities on a statewide basis between their legislative member and the public, the press, legislators, legislative staff, state agencies, local government staff and officials, and the federal government staff and officials, and stakeholder groups.

Allocation to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below. Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.

Policy Analysis and Research

Typical research involves investigating trends, topics, issues, and problems raised by constituents or other legislators, such as the impact of a particular policy, or a current law, or a gap in law or policy, and practices and laws at the federal level and in other states. The position may involve other types of research relevant to issues that may come before the Legislative Assembly. It may involve major research projects, data analysis, and comprehensive studies of policy issues. The Legislative Assistant:

- Reviews and analyzes measures and proposals;
- Prepares and submits legislative concepts and amendments for drafting;
- Prepares and delivers subject matter background and analysis;
- Tracks and monitors legislation;
- Summarizes policy options and identifies areas of consensus;
- Confers with Fiscal and Revenue Offices, Legislative Counsel, agencies and stakeholders regarding impact of legislation;
- Assist in preparing the Legislative member for committee meetings and floor sessions, by drafting letters, speeches and testimony.

Administrative Duties

Typically represents and acts on behalf of the legislator when making daily decisions. The Legislative Assistant represents the legislator when talking with legislators and staff, scheduling appointments, attending meetings and conferences and interacting with agencies and stakeholders. Decisions may regularly relate to highly sensitive and/or confidential matters and must be handled appropriately as directed by the legislator.

The Legislative Assistant:

- Manages external communication, which could include:
 - newsletters,
 - social media,
 - Op-ed columns, press releases;
- Answers questions, prepares information and completes case management for constituents;
- Formulates and implements policies and procedures;
- Maintains all information and records for the office including mail, files and correspondence;
- Serves as member or chairperson of various task forces and committees as assigned;
- Coordinates, plans, and leads regularly scheduled staff meetings to discuss and resolve common problems such as implementation and consistent application of policies and procedures;

- Anticipates the legislator's needs by furnishing information required for official reply to correspondence and other official acts;
- Takes notes, records and transcribes proceedings of meetings and conferences;
- Maintains legislator's calendar and advises legislator of commitments;
- Makes arrangements for meetings, town halls and constituent events and special conferences;
- Arranges travel itinerary and accommodations, prepares and submits travel and expenses claims;
- Receives, interviews, and screens callers and visitors.

Supervision.

The Legislative Assistant:

- Supervises employees, interns and volunteers working in the office;
- Plans, assigns, distributes, reviews and evaluates staff work within the office;

RELATIONSHIPS WITH OTHERS

Employees in this class have regular telephone, email and in person contact with staff throughout the legislature, staff from other departments and agencies, legislators and legislative staff, the press, and the public. Employees represent and act on behalf of the legislator when providing or receiving information, when scheduling and arranging appointments, meetings, and conferences, and when performing special projects or assignments. Employees in this class often deal with sensitive issues which require confidentiality, and the individuals involved must be handled with tact and diplomacy.

SUPERVISION RECEIVED

Employees in this class work with a high degree of independence under general direction of a legislator. Work is reviewed on a daily basis through informal conferences, and written assignments are reviewed upon completion for accuracy, timeliness, and conformance to State laws, agency policies and procedures, and correct secretarial and office practices and procedures.

SUPERVISION EXERCISED

Employees in this class plan, assign, and review the work of clerical employees who work in the office. Employees in this class evaluate the performance of clerical employees, interns and volunteers by reviewing completed forms, documents and records, observing employees handling in person and telephone contacts with constituents, agency staff, and the general public, and by holding regular conferences.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Strong written communication skills;
- Exceptional organizational skills and attention to detail;
- Ability to exercise independent professional judgment with a high degree of confidentiality;

- Basic knowledge of research techniques sufficient to collect, analyze, interpret and report data in both a narrative and statistical format;
- Skill in performing secretarial or administrative support functions requiring independent judgment, decision making, and problem resolution;
- Skill in communicating orally with a variety of people at all levels such as other agency or legislative staff members, elected officials, the press and the public;
- Skill in operating a computer to enter, update, correct and retrieve information, or to utilize word processing capabilities;
- Willingness to work flexible hours, including nights and weekends.

MINIMUM QUALIFICATIONS:

One (1) year of experience performing administrative duties in support of agency 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 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.

OR

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

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