

**Legislative Assistant to Rep. Laurie Jinkins
Washington State House of Representatives**

The House of Representative is the state agency that supports elected members of the House of Representatives. This is a full time, year-round exempt state position to assist Legislators in successfully fulfilling their public obligations by providing support services in the areas of administration, communication, research and public relations.

Reports to: Representative Jinkins, Caucus Staff Director, Chief Clerk

Location: The work location is in Tacoma during interim and Olympia during the legislative session.

Compensation: Minimum salary starts at \$32,500 a year – will increase depending on qualifications and education.

Necessary Skills, Knowledge and Abilities

- Effective written and oral communication skills
- Knowledge of the 27th Legislative District
- Scheduling and office management including organization
- Ability to research and analyze relevant constituent issues
- Ability to track legislation and organize member briefings and materials
- Ability to perform multiple tasks accurately and efficiently under time constraints
- Ability to work both independently and cooperatively
- Ability to exercise professional judgment and maintain confidentiality

Typical Assignments

Communication

- Manage constituent inquiries and casework
- Facilitate and coordinate communication between the Representative, legislators, state officials, staff, agency personnel, stakeholders and constituents in the development and advancement of legislation.
- Serve as a liaison between the Representative and constituents of the Legislative District; exercising independent judgment to determine and implement appropriate courses of action

Research

- Track advancement of bills through the legislative process. This may entail monitoring of committee hearings, securing committee testimony and records preparation.
- Identify and monitor district specific issues
- Work with OPR and Caucus staff to develop materials and prepare briefings for members

Public Relations

- Represent the office at legislative and community events
- Work with Communications staff and the Representative on articles, newsletters, press releases, speeches, town hall meetings and district events.

Administration

- Manage daily operation of district and Olympia offices.
- Manage the Representative's schedule and meeting arrangements, providing all materials.
- Supervise, as delegated by the member, independent interns and volunteers. Coordinate with the intern coordinators to direct the work of interns

Application process: Please email a cover letter and resume by May 4 to Amy.Ruble@leg.wa.gov

All qualified candidates are encouraged to apply.