

## Executive Legislative Assistant to Rep. Eric Pettigrew -- 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.

**About the office:** Rep. Pettigrew serves as one of the two Representatives for the 37<sup>th</sup> Legislative District which is an active and diverse constituency. Additionally, Rep. Pettigrew serves as a member of Leadership as the Caucus Chair.

**Reports to:** Representative Pettigrew, Caucus Staff Director, Chief Clerk

**Location:** The work location is Olympia during the legislative session, and either Olympia or Seattle for the remainder of the year.

**Compensation:** Minimum salary starts at \$33,500 a year – will increase depending on qualifications and education.

### Necessary Skills, Knowledge and Abilities

- Scheduling and office management including organization
- Effective written and oral communication skills
- Ability to exercise professional judgment and maintain confidentiality
- Ability to perform multiple tasks accurately and efficiently under time constraints
- Ability to work both independently and cooperatively
- Ability to research and analyze relevant constituent issues
- Ability to track legislation and organize member briefings and materials
- Knowledge of the 37<sup>th</sup> Legislative District

### Typical Assignments

#### *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.

#### *Communication*

- Manage constituent inquires and casework
- Facilitate and coordinate communication between the Representative, legislators, state elected 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.

#### *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 the interns.
- Provide support for all HDC Representatives during any and all caucus meetings.

**Application process:** Please email a cover letter, resume, and brief writing sample by **August 30** to [Ruble.Amy@leg.wa.gov](mailto:Ruble.Amy@leg.wa.gov)

**All qualified candidates are encouraged to apply.**