

Legislative Assistant to Representative Christopher Hurst Washington State House of Representatives

Necessary Skills, Knowledge and Abilities

- Strong organizational skills
- Effective written and oral communication skills
- Fast and accurate Word processing skills, including taking dictation
- Knowledge of Microsoft Office products – especially Outlook, Word and Excel
- Familiarity with legislative, administrative and judicial systems
- Ability to research and analyze relevant constituent issues, track legislation and prepare 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

Administration

- Manage daily operation of Olympia and/or district office
- Manage the Representative's schedule including scheduling, arranging multi-party meetings, and providing any needed documentation

Communication

- Draft replies to all constituent contacts for review by the Representative
- Assist constituents with any casework or legislative issues
- 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 includes tracking all bills sponsored by the Representative, as well as all legislation before the House Public Safety Committee.
- Monitor Public Safety Committee hearings and keep records of all requests pending legislation before the committee
- 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 Representative and staff if necessary on articles, newsletters, press releases and speeches
- Coordinate town hall meetings and district events

Preferred Education and Work Experience

Relevant education, experience and knowledge as determined by Representative Hurst.

-OR-

BA with major emphasis in business, political science, public administration or related field

Prior legislative experience may be helpful, but not required

Send letter of interest and resume to Representative Hurst at 62504 Indian Summer Way East Enumclaw, WA 98022 **and** send electronic version to Dru Swaim at swaim.dru@leg.wa.gov, who can also be contacted at 360-786-7866.