

House of Representatives

Legislative Assistant to Representative Michelle Caldier (26th Legislative District)

Job Description -

Mission:

To assist Rep. Caldier in successfully fulfilling their public obligations by providing support services in the areas of administration, communication, research and public relations.

Reports to:

Representative, Caucus Staff Director, Chief Clerk

Necessary Skills, Knowledge and Abilities

- Office and personnel management
- Effective written and oral communication skills
- Familiarity with legislative, administrative and judicial systems
- Ability to research and analyze relevant constituent issues, to 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 *(These tasks may vary depending on the needs of individual Legislators)*

Administration

- Manage daily operation of Olympia and/or district office.
- Manage the Representative's schedule and travel arrangements, providing all materials.
- Supervise, as delegated by the member, independent interns and volunteers. Coordinate with the House intern program to direct the work of House interns

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 PIO and Representative on articles, newsletters and press releases
- Work with PIO to coordinate town hall meetings

Preferred Education and Work Experience

Relevant education, experience and knowledge as determined by the House administration

-OR-

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

The job posting will close Friday, September 11th.

Please send resume' and cover letter to Nian Fakkema (nian.fakkema@leg.wa.gov).