



WASHINGTON STATE SENATE MAJORITY COALITION CAUCUS

2017 SESSION AIDE: Member Office

- Summary:** Full time 8AM-5PM Monday -Friday, session-only position (January –April, 2017).
- Mission Statement:** To provide the highest quality office support to the member and the member's Legislative Assistant to successfully fulfill the obligations of the members elected position.
- Compensation:** Salary \$2430. Benefits are not offered.
- Reports to:** Member and Legislative Assistant
- Typical Work:** Answer multi-line phone; greet and direct office visitors; open and sort mail; assist Legislative Assistant in maintaining member's schedule; respond to e-mail and hotline inquiries as directed by the Legislative Assistant; communicate with constituents on case work and legislation; track progression of member's bills through the legislative process, including following-up on committee hearings; prepare and maintain bill files; conduct research to respond appropriately to constituents' inquiries and follow each through to conclusion; perform other work as required.
- Knowledge of:** Legislative process; general office practices and decorum.
- Ability to:** Exercise professional judgment and discretion, maintain confidentiality; communicate effectively, both orally and in writing; work cooperatively under the direction of elected member and Legislative Assistant.
- Experience:** **One year** of office/administrative experience or one year of post high-school education and one year of experience.
OR
Acceptable education, experience, and knowledge as determined by the Chief of Staff in consultation with the Secretary of the Senate.

Majority Coalition Caucus/ Member Session Aide please submit your resume and a letter of interest via e-mail to james.martin@leg.wa.gov or you may send a copy to: **DEADLINE: Monday December 19, 2016**

Jimmy Martin
Senate Republican Caucus
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