

**Position Announcement
Legislative Assistant
Washington State Senate
Closing Date: 07/24/2019**

Washington State Senator John McCoy is seeking candidates for a Legislative Assistant position. The Legislative Assistant works as part of a team and assists a Senator to successfully fulfill the obligations of their office.

Typical Work

- Manage the daily operations of a Senate office.
- Assist constituents with casework; conduct research to respond appropriately and follow to conclusion.
- Serve as a liaison between the Senator and legislative staff, constituents, stakeholders and government organizations.
- Track progression of the Senator's bills through the legislative process, including following up on committee hearings, securing committee testimony, preparing and maintaining bill files.
- Collect data on issues using a myriad of resources, analyze material and prepare briefs.
- Perform other work as required.

Desirable Qualifications

- Communicate effectively, both orally and in writing.
- Work independently and cooperatively with others.
- Exercise professional judgment, discretion and confidentiality.
- Understand and competently operate the legislative computer system.
- Knowledge and understanding of tribal governments and protocols.

Skills

- Work under pressure and meet deadlines under the time constraints of legislative session.
- Research and analyze laws, administrative codes and public policy issues.
- Work independently and in teams.
- Be pro-active and self-directed.
- Communicate clearly and concisely in writing and orally.
- Manage multiple projects simultaneously.

Qualifications

A college degree with major emphasis in public administration, political science, business or a related field. Similar background with experience may substitute for college degree. Legislative experience desired.

Salary and Benefits

This full-time exempt position includes vacation, sick leave, paid state holidays, retirement, social security, health, life and other optional insurance. Salary depends upon qualifications and experience.

To Apply

By July 24th, 2019 please submit:

1. Your resume
2. A letter of interest responding to items in this announcement
3. A list of references with current phone numbers

Send Your Completed Application to

Peter Dodds
P.O. Box 40464
Olympia, WA 98504

peter.dodds@leg.wa.gov

360-786-7477

The Washington State Senate is an Equal Opportunity Employer.