

TITLE:       **Legislative Assistant**

STATUS:     Exempt

PRIMARY DUTY:

- serves as the Senator's principal advisor and representative on legislative matters within particular substantive areas; and
- exercises discretion and independent judgement in the performance of his/her duties; and
- provides leadership and support to junior staff assigned to portfolio.

EDUCATION & EXPERIENCE:

- ability to fulfill primary duties requires:
  - an advanced degree or equivalent experience in a relevant field; and
  - the consistent exercise of discretion and judgement.

TYPICAL RESPONSIBILITIES

- acts as the Senator's representative and spokesperson with constituents, special interest groups, other Senate offices, and state and federal agencies with respect to the portfolio for which the LA is responsible;
- formulates legislative initiatives within his/her portfolio, including:
  - analyzing issues within LA's portfolio and either drafts appropriate legislation to address those issues or advises the Senator on appropriate amendments/responses to pending legislation on those issues;
  - gathers support for a bill or amendment from other Senators and/or appropriate interest groups;
  - formulates supporting arguments and responses to opposing arguments with respect to bills within LA's substantive areas;
  - works with committees on hearings and to mark-up bills and coordinates legislative support to get bills passed in the Senate;
- briefs the Senator in LA's portfolio to assist the Senator in carrying out his/her floor work, committee work, and outside Senate-related activities;
- authors background reports and memoranda to assist the Senator in remaining informed about the portfolio for which the LA is responsible;
- monitors and analyzes legislative developments within committees and on the Senate floor for the purpose of briefing the Senator to keep him/her informed of the same;
- writes speeches for the Senator that address issues within the LA's portfolio; and
- travel as required for the performance of duties.