

Position: Legislative Assistant

Department: Georgia State Senate

Job Summary:

The Legislative Assistant provides vital support to a Senate office, ensuring seamless operations and effective communication while assisting in legislative activities. This role is non-partisan and demands professionalism, strong organizational skills, and the ability to handle multiple tasks and confidential information.

Key Responsibilities:

- **Constituent management:**
 - Manage sensitive constituent correspondence.
 - Utilize creative thinking and knowledge of federal, state, and local agencies to resolve constituent issues within the assigned district.
 - Continuous collaboration with the assigned Senator and Senate staff to ensure opinions on evolving issues are current and are appropriately expressed.
- **Correspondence and Documentation:**
 - Compose letters, memos, and other correspondence.
 - Manage mail and priority correspondence.
 - Maintain the Senator's email account.
- **Administrative Support:**
 - Conduct preliminary research on legislative issues.
 - Prepare briefs, memos, and reports.
 - Assist in drafting legislative correspondence.
 - Track the progress of bills and report on their status.
- **Executive Support:**
 - Manage the Senator's calendar and coordinate meetings.
 - Handle confidential information with discretion.
 - Act as a liaison between the Senator and stakeholders
- **Committee Support:**
 - Maintain, update, and ensure the accuracy of administrative documents
 - Create detailed materials to inform the committee about legislative initiatives.
 - Staff committee meetings and manage official minutes and reports.
- **Visitor and Communication Management:**
 - Welcome and assist office visitors.
 - Manage incoming calls, take messages, and route calls appropriately.
 - Respond to agency inquiries and invitations
 - .
- **Office and Resource Management:**
 - Maintain expense files.
 - Organize office supplies; report equipment repair needs.
 - Schedule Senate pages and distribute session photographs.
- **Event Planning and Coordination:**
 - Plan and coordinate events and meetings.

- Organize special projects and initiatives. Coordinate with stakeholders, government officials, and advocacy groups.
- **Other Duties:**
 - Perform additional tasks as assigned.

Requirements:

- **Knowledge and Skills:**
 - Proficiency in office administration.
 - Strong computer skills.
 - Exceptional organizational and time management skills.
 - Excellent research and analytical skills
- **Guidelines:**
 - Adhere to Senate Staff Policy Manual and rules.
- **Scope and Impact:**
 - Provide support impacting overall office and legislator performance.
- **Personal Contacts:**
 - Interact with various stakeholders.
- **Physical Demands:**
 - Work involves sitting, standing, walking, occasional lifting.
 - Willingness to work long hours, including evenings and weekends, as necessary.
- **Work Environment:**
 - Office setting with occasional noise exposure.

Preferred Qualifications:

- Strong written and verbal communication skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Ability to manage multiple tasks and adapt to changing priorities.
- Bachelor's degree in relevant field preferred.
- Capitol Hill or related experience as and or administrative assistant preferred.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over interns. You will be expected to provide mentorship, training, and instruction tailored to the specific needs of the office and the Senator.

Application Process:

Interested candidates should submit a resume and cover letter to Stacy.Peery@senate.ga.gov. Our office is an equal opportunity employer and encourages candidates of diverse backgrounds to apply.