

TITLE: **Legislative Assistant**

STATUS: Exempt

PRIMARY DUTY:

- serves as the Senator's principal advisor and representative on legislative matters within [a] particular substantive area[s]; 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 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 area[s];
 - works with committees 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; and
- writes floor speeches for the Senator that address issues within the LA's portfolio.