Job Description

LEGISLATIVE AIDE

SUMMARY:
The Legislative Aide develops and plans legislative initiatives and monitors legislative developments throughout the legislative process within the Ohio House of Representatives. This position requires that the individual draft constituent correspondence for the Member, research and write briefing reports on issues impacting Ohio House District 11 and meet with constituents and special interest groups on behalf of the Member.

ESSENTIAL JOB FUNCTIONS:

- Formulates legislative initiatives for assigned issue areas which include:
  1. devising a legislative plan;
  2. drafting the plan into legislative form;
  3. planning, coordinating and scheduling introduction of legislation in the House (or offering it on an appropriate vehicle if it is in an amendment);
  4. gathering support for a bill or amendment from other Members, as well as appropriate interest groups;
  5. working with committees on legislation;
  6. coordinating legislative support to get the bill passed in the House.

- Tracks legislation and other developments in his or her assigned issue areas and briefs the Member for floor work, committee work, work in the district, and outside House-related activities;

- Monitors legislative developments within committees;

- Plans and coordinates co-sponsorship and support of other legislation;

- Monitors legislation on the House floor, providing the Member with information on each vote;

- Assists Member with writing speeches for speaking engagements

- Acts as a liaison with committee and agency staffs;

- Meets with constituents and interest groups;

- Provides information on and generates ideas for press, mass mailings, and newsletters;
Drafts press releases in issue areas and provides background on media inquiries;
Answers constituent letters and helps constituents on state matters;
Supervises interns with regard to legislative issues and constituent responses;
Maintains a good working relationship with the Member, staff, and constituents;
Accepts performance based criticism and direction;
Works well under pressure and handles stress;
Standard work hours, but remains flexible as workload may require long hours, nights and weekends during specific legislative sessions; and
Performs other duties as assigned.

EDUCATION/EXPERIENCE:
A bachelor’s degree or higher education level is preferred, including strong academic credentials. Some period of related experience or training in legislation or equivalent is beneficial.

SKILLS AND KNOWLEDGE REQUIRED:
Thorough knowledge of the legislative process and of House organization and procedures;
Ability to perform the essential job functions above;
Ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
Ability to work cooperatively and courteously with others;
Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
Knowledge of office policies, practices, and procedures;
Knowledge of office computer applications and social media communication tools
Proficiency in word processing.

Interested applicants should submit cover letter and resume to Rep11@ohiohouse.gov by Friday, December 16, 2016.