



Washington State Senate

Senator Andy Billig

3rd Legislative District

Legislative Assistant - Job Description

Position Overview: Senator Billig's Legislative Assistant (LA) is a highly motivated self-starter that will help our team provide the highest quality service, representation, and leadership for the people of the 3rd Legislative District. The LA will be the first point of contact for all constituents, and welcome legislators, staff, and visitors to the office.

The Legislative Assistant should be organized, resilient, capable of managing multiple work streams simultaneously, and committed to fostering a fun and collaborative working environment. This position requires alternating regularly between high-stakes tasks and basic administrative responsibilities. At all times, the LA must keep the big picture in mind: advocating for the people of the 3rd Legislative District and helping to make Spokane and all of Washington State a great place to live, work, and play.

The LA reports to the Executive LA and Senator Billig. The LA will also help supervise an intern during each Legislative session. This position is based in Spokane but must be able to work in-person in Olympia during the legislative session. When the Legislature is not in session, remote work is supported, except when needed to be in-person for training or legislative meetings.

The Legislative Assistant should possess:

- A passion for public service
- Commitment to our shared community values, including social justice, equal opportunity, prosperity, and protection of our natural resources
- Knowledge of the legislative process and of the 3rd Legislative District
- Superior communication skills, both interpersonal and written
- Strong organizational skills, as well as extraordinary attention to detail
- An ability to be flexible and resourceful under pressure
- An ability to exercise professional judgment, discretion, and confidentiality
- An ability to effectively interact with others who have diverse backgrounds and experiences
- High comfort level working in a fast-paced office environment
- Schedule flexibility to facilitate work during evenings and occasionally on weekends during the legislative session
- The courage to question conventional wisdom and challenge the status quo when appropriate
- The desire to exceed expectations and to run the most efficient, responsive, and fun legislative office possible, always keeping a customer service mindset

Responsibilities may include, but are not limited to:

- Serve as a liaison between Senator Billig and people interacting with our office; exercise independent judgment to determine and implement the appropriate course of action when faced with a communication opportunity
- Under supervision of the Executive LA, manage the external e-mail, phone and mail communications and insure everyone who contacts Senator Billig's office receives a timely, individualized, and appropriate response
- Work with constituents on casework and legislation, conduct research to respond appropriately, and ensure constituent concerns are addressed and resolved if possible
- Facilitate and coordinate communication between Senator Billig and constituents, agencies, lobbyists, and other interested parties in the development, creation, and progression of legislation
- Track the progression of bills relevant to Senator Billig and the district through the legislative process, including the tracking of committee hearings, securing committee testimony, and preparing and maintaining bill files
- Follow key policy areas, prepare briefing materials, gather data from a wide array of legislative and public research tools
- Identify and monitor district specific issues
- Identify creative ways for Senator Billig to communicate with constituents and interested parties
- Represent Senator Billig at legislative and community events
- Review and/or draft articles, newsletters, notes, press releases, and speeches
- Work with the Executive LA to coordinate town hall meetings, mobile offices, and district events

Compensation

Senate Legislative Assistant salaries are based on experience and start at \$45k/year. A full range of benefits including pension, medical, and dental are provided. Vacation and sick leave are available and easily taken during interim.

The Washington State Senate is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. The Senate does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity or expression, religion, age, disability, honorably discharged veteran or military status, or the use of a service animal by a person with a disability.

To apply, please send a resume and cover letter to lukas.garcia@leg.wa.gov with the subject line "APPLICATION: Full Name". Applications are due by September 12th, 2022.