

Job Description: Senate Democratic Leadership Office - Legislative Attache

OBJECTIVE: Assist caucus members in the performance of their duties as legislators during the regular session of the Idaho Legislature (generally January through March).

REQUIREMENTS: Basic understanding of the legislative and political process as well as familiarity with the procedures for introducing and tracking bills. Multiple tasks require the applicant to be organized, detail-oriented and flexible. The position requires considerable computer skills with proficiency in internet searching and the use of Microsoft Office Suite.

REPORTS TO: The Chief of Staff for the Minority Office and assigned caucus member(s).

RESPONSIBILITIES:

- Constituent Services
 - Research and respond to constituent issues as requested.
 - Answer constituent mail, email and phone calls including issue-related inquiries; draft notes of thanks or congratulations; assist with questions or concerns.
 - Assist caucus member(s) in addressing constituent problems through contacts at the federal, state or local level.
 - Organize constituent meetings and publicity.
 - Edit, co-write and distribute weekly columns.
 - Organize mass mailing of end-of-session letter(s).
- Legislation Management
 - Research legislation currently being considered or proposed, gather data regarding any fiscal impact and write statements of purpose for proposed legislation.
 - Assist caucus member(s) with the development of strategy for delivering testimony in committee including debate responses for or against proposed legislation.
 - Target coalitions required for the passage of legislation.
 - Coordinate hearing schedules with caucus members and committee secretaries and alert members when scheduled to testify before committee.
 - Track bills important to individual legislators and/or the caucus from inception to final passage or failure.
- Provide administrative support to any member(s) of the caucus to whom you are assigned
 - Pick up and sort mail and set up email files.
 - Draft correspondence.
 - Create and maintain databases to track bills, constituents, issues, etc.
 - Maintain a calendar of all functions, meetings and events important to the caucus.
 - Attend caucus meetings and (when possible) after-hours meetings, fundraisers and press events.
 - Provide general office support (copying, filing, faxing, etc.).
 - Assist in supervising Pages and Interns.
 - Remain flexible and willing to adjust as work loads shift among legislators and staff and assist in other duties as assigned.
 - Clip news stories related to legislation or government policy and post on Internet or disseminate to members of the caucus and others as requested.

Please attach or enclose your resume and a cover letter.

Return completed materials to the Senate Minority Chief of Staff, Diane Kelly via mail, PO Box 83720, Boise, ID 83720; fax, 208-334-2116; or email, dkelly@senate.idaho.gov