

Job Title: Legislative Aide (Temporary) **Job Grade Level:** 1
Career Track: None **Job EEO Code:**
Agency/Department: Office of the Revisor of Statutes **Date:** December 7, 2018
Reporting to: Deputy Revisor; functional reporting to office attorneys, Senior Legal Editors, Legal Editors, and Administrative Assistants

Primary Objective: The Legislative Aide provides general assistance to other office staff including picking up and delivering documents, organizing and delivering supplies, photocopying, and assembling of documents, filing, and performing general maintenance of office equipment.

Responsibilities and Tasks:

1. Delivering documents to legislators, state agency staff, House of Representatives and Senate desks, committee staff, and office attorneys
2. Delivering and storing publications and supplies
3. Performing miscellaneous services including copying, collating, and assembling documents
4. Collecting and distributing agendas, journal pages, and other legislative documents
5. Maintaining paper supplies in printers and duplicating machines
6. Maintaining adequate paper and collating supplies in printing and copy areas
7. Filing documents
8. Performing other duties as assigned

Budget Responsibility:

None

Supervisor Responsibility:

None

Indirect Supervision:

None

Scope of Relationships:

1. External Relationships:
 - a. Daily contact during session with legislators and legislative assistants for delivering materials
 - b. Daily contact during session with House of Representatives and Senate desk staff for delivering materials
 - c. Daily contact during session with House of Representatives and Senate desk staff for delivering materials
 - d. Frequent contact with staff of other legislative offices such as the Legislative Reference Library, House Research, and Senate Counsel for delivering materials
 - e. Frequent contact with accounting personnel in the Legislative Coordinating Commission for delivering or picking up payroll and accounts payable materials
 - f. Frequent contact during session with the Office of the Secretary of State in delivering and picking up enrolled bills
 - g. Frequent contact with executive branch agencies for delivering bills and rules
2. Internal Relationships:
 - a. Daily contact with administrative staff in delivering materials, photocopying, and distributing materials
 - b. Frequent contact with Senior Legal Editors and Legal Editors
 - c. Frequent contact with staff attorneys
 - d. Frequent contact during session with the enrolling clerk in processing enrollments
 - e. Frequent contact with the computer staff in delivering materials and assisting with setting up work stations and moving equipment

Decision Making and Impact of Error:

1. Discretion. The Legislative Aide must display initiative and self-reliance within the scope of office procedures and policies:
 - a. Primary decision making on establishing best methods to accomplish multiple assignments within severe time constraints
 - b. Shared decision making with other Legislative Aides on allocating daily assignments
2. Impact of Error.
 - a. Confidentiality of files must be protected
 - b. Timely file delivering
 - c. Legislative Aide must project a professional and friendly image for the office
 - d. Filing must be accurate to facilitate tracking of documents

Working Conditions and Physical Demands:

1. Normal working conditions 85 percent of the time
2. During the legislative session, long hours may be required without rest and with little or no notice
3. During the legislative session, workload is heavy and under time constraints and involves individuals working under varying degrees of stress
4. Sufficient physical ability to do a substantial amount of walking is required
5. Occasionally lifting heavy objects is required

Minimum Qualifications:

1. Education. The minimum education required is a high school diploma
2. Knowledge. This position requires an understanding of filing systems
3. Skills and Abilities:
 - a. A very high level of communication/relationship skills to provide customer service
 - b. Strong organizational skills and the ability to prioritize and complete multiple assignments and respond appropriately to varied demands
 - c. The ability to exercise tact, discretion, and cordiality
 - d. The ability to demonstrate initiative, judgment, and self-reliance in handling multiple priorities

Desired Qualifications:

1. Some post-high-school education or work experience
2. Knowledge of the procedures of the Revisor's Office
3. General knowledge of the Revisor's Office relationship in the legislative process
4. General knowledge of attorneys drafting areas and the assigned back-ups for each attorney

All identified duties are essential.

(Distribution of copies – employee, supervisor, and Human Resources).