

San Diego County Office of Education
Personnel Commission

LEGISLATIVE ASSISTANT

Definition: Under general direction provides assistance and administrative support in the Sacramento Governmental Relations Office of the San Diego County Office of Education; provides assistance to the legislative advocate as needed.

Distinguishing Characteristics: This position acts with a considerable amount of independence because it is located in the Sacramento office of the SDCOE legislative advocacy services. The position is officially supervised by SDCOE management in San Diego, but provides services to a contracted legislative advocate.

Typical Tasks: Reads legislative bills introduced and amended and compiles those which may impact the SDCOE and/or K-12 education for Legislative Advocate review; monitors legislative session to ensure amendments that may impact the SDCOE and/or K-12 education are reviewed by Legislative Advocate; establishes and maintains complex files and records, including computerized legislative tracking system; assists in the development of legislative issue reports; conducts research activities on varying subjects related to legislative activities; upon request or direction, provides information to SDCOE staff, board members, and others regarding legislative and educational policy issues; researches inquiries, analyzes information, and provides written/oral responses and/or needed materials; attends a variety of hearings, meetings and press conferences, for the purpose of reporting on actions; maintains relationships with legislative staff and members as necessary; independently prepares for supervisor's review correspondence, memoranda, reports, and a variety of other communicative subject matter that may include privileged and highly sensitive material; plans, develops, and implements office procedures and working forms; coordinates, monitors, and prepares special projects and activities as assigned; maintains a calendar of activities and events, and schedules appointments, conferences, and meetings; receives, sorts, and routes mail and other materials, and responds to routine correspondence; assists in the office budget planning and expenditure control process; provides periodic expenditure reports and responds to queries on midyear adjustments and fiscal closing; organizes and prepares for distribution a variety of materials for special mailings, reports, meeting packets, etc.; acts as the receptionist receiving and answering telephone inquiries and receiving and assisting visitors; performs related duties as assigned.

Minimum
Qualifications:

Thorough knowledge of: state legislative process, activities and operations; local, state, and federal government organizations; K-12 education issues. Knowledge of: Legislative advocacy procedures, methods and techniques; the use of common office computer systems and software; research techniques; record keeping practices and procedures; proper English usage, spelling, punctuation, and grammar; office methods, techniques, and procedures. Ability to: communicate effectively orally and in writing; coordinate the activities of the legislative office; learn the operations, policies, procedures and requirements of the County Office of Education; accurately maintain complex files and records; prepare, edit and proofread a variety of documents and correspondence; type forms, reports and correspondence with speed and accuracy; follow complex oral and written instructions; establish and maintain cooperative relationship with all levels of staff; work with minimum supervision; exercise independent judgment; analyze situations accurately and adopt an effective course of action; work under pressure and handle multiple assignments. Physical ability to perform duties involving: hearing and speaking to exchange information; seeing to perform assigned duties; sitting and/or standing for extended periods of time; dexterity of hands and fingers to operate computer and other office equipment; lifting of light objects.

Education and
Experience:

A combination of education, training or experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. A typical qualifying background would include: five years of progressively responsible secretarial work in education or other governmental agency. Previous work experience should include monitoring, processing and responding to legislation. College-level course work in public administration, education, or other related areas is desirable.

Established: 2/03

Rev: 06/05

Approved by the Personnel Commission: _____ March 2003