

# **Legislative Assistant to House Republican Caucus (HRC) Members**

## **Mission:**

To assist Legislators in successfully fulfilling their public obligations by providing support services in the areas of administration, communication, research and public relations.

## **Reports to:**

Representative, Caucus Staff Director, Chief Clerk

## **Necessary Skills, Knowledge and Abilities**

- Office and personnel management
- Effective written and oral communication skills
- Word processing skills necessary to work with speed and accuracy
- Knowledge of computer chart, graph and table formatting
- Familiarity with legislative, administrative and judicial systems
- Ability to research and analyze relevant constituent issues, to track legislation and prepare member briefings and materials
- Ability to perform multiple tasks accurately and efficiently under time constraints
- Ability to work both independently and cooperatively
- Ability to exercise professional judgment and maintain confidentiality

**Typical Assignments** *(These tasks may vary depending on the needs of individual Legislators)*

## **Administration**

- Manage daily operation of Olympia and/or district office
- Manage the Representative's schedule and travel arrangements, providing all materials
- Supervise and coordinate with the House intern program director, the work of House interns for the member office

## **Communication**

- Manage constituent inquiries and casework
- Facilitate and coordinate communication between the Representative, legislators, state officials, staff, agency personnel, stakeholders and constituents in the development and advancement of legislation.
- Serve as a liaison between the Representative and constituents of the Legislative District; exercising independent judgment to determine and implement appropriate courses of action
- Coordinate town hall meetings

**Research**

- Track advancement of bills through the legislative process. This may entail monitoring of committee hearings, securing committee testimony and records preparation
- Identify and monitor district specific issues
- Work with OPR and Caucus staff to develop materials and prepare briefings for members

**Public Relations**

- Represent the office at legislative and community events

**Preferred Education and Work Experience**

Relevant education, experience and knowledge as determined by the House administration.

-OR-

BA with major emphasis in business, political science, public administration or related field

**Prior legislative experience is preferred, but not necessary**

Send resumes to

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