

POSITION DESCRIPTION

Title: Legislative Delegation Office Assistant
Department: Legislative Constituents Services Office
Job Analysis: November 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Legislative Constituents Services Office Director
Subordinate Staff: None
Internal Contacts: State Senators and Representatives who represent Baldwin County.
External Contacts: General public, various Governmental Officials, County employees and service/repair representatives.
Status: Non-Exempt

Job Summary

Responsible for filing, scanning, copying, telephone, typing, correlation of information packages. Gathering information for constituents, legislators or government officials. Assists in the various Legislative Constituents Delegation Service Offices as necessary.

Job Domains

1. Performs clerical duties.
2. Types correspondence for legislators and director.
3. Creates correspondence when requested by legislators or director
4. Answers incoming telephone calls, take and relays messages
5. Assist general public locate proper department if call is in error.
6. Greets visitors to the office and makes them comfortable if they must wait.
7. Takes over mail duties in absence of director.
8. Maintains adequate and current filing system.
9. Assists with meeting preparation.
10. Prepares and delivers legislation for advertising.
11. Copies and forwards documentation as required.

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12. Utilizes a computer and printer to enter, store, and retrieve data, assist with composition of routine correspondence, and disseminate information to others.
13. Proofreads documentation to ensure typing accuracy, correct grammar, spelling and punctuation.
14. Maintains sufficient office supply inventory.
15. Other tasks as assigned.

Knowledge, Skills and Abilities

1. A good working knowledge of English grammar, composition, and spelling.
2. The ability to type a minimum of fifty (50) words per minute within acceptable standard of quality and accuracy.
3. A good working knowledge of general office practices and procedures.
4. Skills to communicate effectively with office staff.
5. Skills to read and understand printed reports.
6. *Basic knowledge of Legislative process.
7. Knowledge of filing procedures.
8. Knowledge of office operations.
9. Ability to establish and maintain effective working relationships with legislators, other elected officials, municipal and county staff and the general public.
10. Skills with fax machine, copier, scanner, computer and various software.

Other Characteristics

1. Willing to work overtime when necessary.
2. Ability to work under stress of recurring deadlines.

Minimum Requirements

1. Two (2) years of secretarial or administrative experience in secretarial related field.
2. High school or equivalent required.