

Job Description

Legislative Information Assistant Legislative Affairs Agency

DESCRIPTION

Under the supervision of a Legislative Information officer, the Information Assistant gathers and distributes information about legislative activities, serves as a teleconference moderator as assigned and performs clerical duties as directed.

DUTIES

Providing factual, accurate and timely information on legislative and other state government activities with responsibility for:

- Monitoring activities of the legislature;
- Transmitting factual and timely information on legislative activities to legislative information offices;
- Responding to inquiries from the public concerning legislative issues, including status of bills, resolutions and citations, and other state government activities;
- Directing the public to the appropriate legislation and or controlling committee or agency as appropriate; and
- Processing public opinion messages, incoming and outgoing telecopy documents and other materials in a timely and confidential manner;

Moderating teleconferences with responsibility for:

- Transmitting moderator sign on message to the Teleconference Coordinator;
- Testing equipment;
- Insuring microphone discipline;
- Sending participants lists and updates to chairing sites;
- Enforcing time restraints on testimony as directed;
- Troubleshooting problems;
- Sending and Receiving email messages from participating sites;
- Making necessary telephone calls to extend teleconferences, add sites, relay messages, etc; and
- Compiling final statistics and forwarding to Juneau;

Performing clerical duties including:

- Assisting with mail pick-up and delivery as necessary
- Providing assistance on special projects and performing other related duties as requested;
- Moving equipment and supplies; and
- Supervising an office as directed in the absence of the field or regional legislative information officer.

KNOWLEDGE AND SKILLS REQUIRED

The legislative Information Assistant must have or acquire knowledge and skills in:

- Performing assignments under intense deadline pressures;
- Alaska government and political processes while, at the same time, complying with Legislative Affairs Agency's restrictions on partisan political activity;
- Legislative Affairs Agency and Division of Public policies and procedures;
- Operation of audio teleconference equipment;
- Operation of office equipment;
- Operation of the Legislative Affairs Agency's STAIRS and BASIS computer system;
- Typing and/or word processing and file management; and
- The legislative calendar, journals, status and other legislative related publications distributed by the LIO network;
- The legislative process, the Legislative Affairs Agency and the jurisdiction and interrelationship between the Legislative, Executive and Judicial branches of government;
- Availability for night, weekend and holiday work; and
- Demonstrate individual initiative, personal responsibility, good judgment, and tact.