District Office Legislative Assistant, Full-time

Location
123 Irvis Office Building, PA

Job Type
Full-Time

Department
District Office 023 - Rep. Dan B. Frankel

Job Number
00231

Closing
8/6/2021 4:00 PM Eastern

DESCRIPTION

Description
Assist the Representative in the District Office by providing a variety of administrative and legislative services.

Essential Duties & Responsibilities

- Interact with Harrisburg office staff; coordinating workload accordingly.
- Answer telephone in a courteous manner; take accurate messages, and/or refer calls to relevant person.
- Greet visitors, determine nature of business, and announce visitors to appropriate personnel.
- Receive, sort, and route mail; maintain and direct publications.
- Maintain a constituent contact database and spreadsheet files as required by Member.
- Order, receive, and maintain office supplies.
- Research and prepare appropriate and thoughtful written responses to constituent inquiries that reflect only the Member’s wishes, position, or legislative record on various public policy issues.
- Answer constituent mail, process mailings and prepare written correspondence.
- Process PennDOT, property tax, rent-rebate, PACE, birth/death certificates, nursing licenses, and other constituent-related materials.
- Track PennDOT work via PennDOT Tracking System.
- Manage and track leave requests for district office staff as approved by the Member.
- Prepare citations and fax/e-mail them to the Legislative Reference Bureau for processing.
- Coordinate and attend activities for constituent groups.
• Create and maintain relationships with local businesses and government officials.
• Represent the Member at events in the district when the Member is unavailable.
• Perform other clerical duties as needed, such as typing, faxing, filing, photocopying, collating, and bulk mailing preparation.
• **Perform any other legislative work-related duties as assigned.**

**Minimum Qualifications**
Bachelor’s degree preferred; or high school diploma or equivalent, plus a certificate/degree in office/clerical skills from a college or business/technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience, and a valid driver’s license.

**Supplemental Information**
• Ability to effectively present information and respond to questions from Members, supervisors, colleagues, and constituents.
• Ability to work occasional evenings in order to attend events and community meetings.
• Ability to analyze and solve problems.
• Ability to plan, organize, and follow instructions given in written and verbal form.
• Ability to get along with others and work effectively as a team player.
• Ability to complete tasks in MS Office Suite (Word, Excel, Outlook), Constituent Tracking Software, and Legislative Data Processing Center software.

**Agency**
Pennsylvania House of Representatives, Democratic Caucus

**Department**
District Office 023 - Rep. Dan B. Frankel

**Address**
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