



## Career Service Authority

### Legislative Assistant

Page 1 of 5

#### GENERAL STATEMENT OF CLASS DUTIES

Performs professional level work supporting City Council staff on information requests and research projects; assisting with the development and implementation of a legislative software system; and providing administrative support to the City Council director and staff.

#### DISTINGUISHING CHARACTERISTICS

The Legislative Assistant is distinguished from the *Administrative Support Assistant IV*, which performs specialized and/or technical office support work that requires knowledge of the specialized/technical area. Next, the Legislative Assistant is distinguished from the *Staff Assistant*, which performs paraprofessional level work to execute components of a specific administrative function(s) in the operations of an organization.

The Legislative Assistant is also distinguished from the *City Council Clerk*, which provides advanced and specialized administrative, analytical, and secretarial support for City Council. The City Council Clerk also functions as the City's parliamentarian. The main focus of City Council Clerk is to provide support to City Council members before and during regular sessions of City Council, whereas, the Legislative Assistant provides administrative and professional support to the day-to-day operations of City Council.

Finally, the Legislative Assistant is distinguished from the *City Council Aide* series, which provides administrative and/or professional support to city council members by managing administrative functions within Council members' district offices, responding to and resolving constituent problems and inquiries, and providing guidance and advice to Council members.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to

instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, may perform lead work.

**ESSENTIAL DUTIES**

Acts as first point of contact for visitors to City Council offices; answers phone calls to City Council offices and provides assistance to callers.

Provides staff, visitors, and constituents with general city information and information on City Council processes and procedures; responds to constituent inquiries and problems, by assessing the needs of the constituent, contacting the appropriate city department or resource, and following up to ensure the situation is resolved.

Assists with the review of meeting agendas and with the preparation of legislative packets; assists during meetings with research and retrieval legislative records; serves as a backup to the City Council Clerk.

Assists with the development and implementation a legislative software system and associated work processes and procedures; develops and provides training on the legislative software system to staff and system users.

Functions as the primary contact for staff and system user inquiries on the legislative software system; tracks and resolves staff and user problems with the legislative software system; researches and compiles data maintained within the legislative software system, prepares documents and reports, and briefs staff members and users as appropriate.

Manages and maintains the City Council website, which includes: posting meeting agendas and minutes, ordinances and resolutions, and supporting documents; managing comments posted by constituents on legislation; and coordinating the use of the website to present online polls and up-to-date legislative information.

Functions as a point of contact for staff by providing information and explanations on a variety of human resources functions and processes; coordinates and performs a variety of Human Resource activities, including: working with centralized payroll or benefits to process payroll and resolve pay, leave, and benefit inquiries; maintaining employee records; conducting background and reference checks; scheduling interviews; setting up employee workstations and computers; and/or scheduling new employee orientation and identification badge issuance.

Prepares and maintains accounting records by processing a variety of transactions, which may include: preparing vouchers and invoices for accounts payable and accounts receivables; preparing and tracking encumbrances to ensure that funds are available for payment; identifying and reconciling discrepancies

between departmental and city accounting records; and preparing a variety of internal financial, budget, and miscellaneous reports.

Determines office needs and makes recommendations for supplies and equipment; prepares justification for purchase of office equipment; and maintains inventory records and documents expenditures.

Provides secretarial support to the City Council director and staff, which includes: serving as petty cash custodian, arranging/coordinating appointments and meetings, scheduling conference rooms, serving as a liaison with Facilities Management and Technology Services for all work orders, maintaining office equipment, and distributing departmental mail.

Performs other related duties as assigned or requested.

---

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

---

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

**Oral Communication** – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Self-Management** – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervisions; is motivated to achieve; demonstrates responsible behavior.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Decision Making** - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Arithmetic** – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Flexibility** – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

**Information Management** – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Creative Thinking** – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Skill in analyzing current operations, policies and procedures and assisting in implementing change.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.

Skill in researching and analyzing information related to the work assignment.

Skill in identifying problematic situations related to procedures and implementing changes to correct situation.

Skill in maintaining and organizing departmental records, reports and files, including developing and maintaining databases and spreadsheets.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: Maintaining body equilibrium to prevent falling over.

Carrying: Transporting an object, usually by hand, arm, or shoulder.

Eye/Hand/Foot Coordination: Performing work through using two or more.

Fingering: Picking, pinching, or otherwise working with fingers.

Handling: Seizing, holding grasping, or otherwise working with hand(s).

Hearing: Perceiving the nature of sounds by the ear.

Vision: Ability to adjust vision to bring objects into focus.

Near Acuity: Ability to see clearly at 20 inches or less.

Reaching: Extending the hand(s) and arm(s) in any direction.

Repetitive Motions: Making frequent movements with a part of the body.

Sitting: Remaining in the normal seated position.

Talking: Expressing or exchanging ideas by means or spoken words.

Lifting: Raising or lowering an object of 10-25 pounds.

### **Working Environment:**

Occasional pressure due to multiple calls and inquiries.

Subject to many interruptions.

***Education Requirement:***

Bachelor's degree in Public Administration, Business Administration, Public Relations, or a related field.

***Experience Requirement:***

Two years of experience performing paraprofessional level work executing components of a specific administrative function(s) in the operations of an organization.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

Additional appropriate experience may be substituted for the minimum education requirement.

***Licensure and/or Certification:***

None.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/06/2009

***ESTABLISHED BY:*** Melissa Fisher

***REVISED DATE:***

***REVISED BY:***

***CLASS HISTORY*** This is a new class.