



Ohio Judicial Conference

EMPLOYMENT OPPORTUNITY

Open Position: Legislative Services Assistant

Starting Salary: \$18.96 - \$22.29 (hourly)

Job Location: 65 South Front Street, 4th Floor, Columbus, OH 43215

Hours of Work: 8:00 a.m. – 5:00 p.m.; hours may vary with work assignments

Date Posted: July 24, 2014 **Date Expires:** August 7, 2014 10:00 p.m.

A proficiency/skills assessment may be given as part of the interview process

Overview

Under the routine supervision of the Legislative Counsel, this position provides full technical, administrative, and clerical support for the Legislative Counsel and two Deputy Legislative Counsels. Work assignments vary and the position requires the ability to adapt effectively to changing priorities, objectives, and goals of the unit or the Executive Director.

Specific work will vary based on the assignment but will include the following types of work:

Database Management:

- Maintains a legislative database that includes title information on all bills introduced in the General Assembly, and other appropriate information on bills with an impact on the courts, including the status of bills in the law-making process
- Generates standard reports and designs special reports utilizing multiple software programs and tools to communicate current status of bills of interest

Website Development and Support:

- Uses proprietary software to help maintain the Conference website including Top Legislative Stories, Pending Legislation, New Enactments, committee pages, Judicial-Legislative Exchange Program, and the legislative portion of the Publications page
- Designs and maintains web based forms and surveys on judicial reactions to bills and other matters relevant to OJC's legislative efforts

Communication:

- Provides primary production support for all legislative staff; generates, receives, and summarizes correspondences with judges, members of the general assembly, other professionals, and the public
- Helps coordinate printing and distribution of publications and other materials independently or through contracted support
- Prepares correspondences, reports, and other documents of a technical and/or confidential nature, from dictation or hard copy using advanced word processing or data entry functions to set up standard and non-standard document formats
- Proofreads documents prior to author's approval; drafts correspondences based on general instructions for review and approval
- Utilizes regular mail, fax, email, web based forms or surveys, and other media to communicate issues and solicit commentary from judges in support of the legislative unit

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Committee and Meeting Support:

- Coordinates and assists in the planning, preparation, and implementation of meetings, including the OJC annual meeting, and other events. Provides support services to the judges and committees by arranging necessary accommodations, producing and preparing materials, attending meetings, and taking notes
 - Supports and assists the seven law and procedure committees prior to and during meetings, including certain clerical responsibilities like preparing tent cards, sign in sheets, requisitions, travel reimbursements, and event logs.
 - Maintains mailing lists for committees, maintains a schedule of meeting dates as well as other committee and subcommittee activities and projects

Publishing:

- Provides data collection, data entry, formatting, proofing, publishing, or distribution of all published products of the Legislative Activities Unit, including the *Staff Legislation Review* (published weekly during Session), Legislator Directory, the Legislative Platform, *Judicial Impact Statements*, *Enactment News*, *The Legislator's Guide to the Judicial Branch*, materials for new legislators, Bench Aids, letters, memos, and other written products

Program Support:

- Coordinates programs like the Judicial-Legislative Exchange Program, New Legislator Orientation Program, collaboration and partnership events, legislative receptions and other events designed to improve relationships between judges and their counterparts in the Ohio General Assembly and in the Executive Branch

Information Support:

- Maintains electronic and hard copy records and files relevant to the work of the legislative staff
- Distributes *The Ohio Report* (published daily) to Conference staff and interested judges via email and fax
- Maintains Conference calendar for activities of the legislative staff
- Gathers and maintains information, including names, district of representation, contact information, and committee assignments of House and Senate members of the Ohio General Assembly

General Tasks:

- Submits supply orders supporting Legislative Activities staff
- Maintains limited legal library
- Attends workshops, seminars, and/or professional meetings to update and improve knowledge and skills related to position
- Cooperates with Administrative Assistant and Fiscal Specialist to provide reception and telephone support under supervision of the Executive Director
- Performs other duties as assigned by the Legislative Activities Coordinator and the Executive Director

Minimum Qualifications

- Requires a High School Diploma or equivalent
- Three or more years of progressive secretarial and administrative experience or equivalent combination of formal education and experience
- Requires working knowledge of the legislative and judicial systems; experience working with judges and/or legislators preferred
- Demonstrated ability to perform a variety of administrative assignments with minimal direction using a high degree of independent judgment
- Demonstrated proficiency in Microsoft Office computer applications including Word, Excel, and Access as well as Adobe Acrobat and desktop publishing to enter, access, update, and/or manipulate data
- Experience in website maintenance desirable
- Ability to interact with supervisor, co-workers, judges, justices, attorneys, other court personnel, and/or the public

Unusual Working Conditions

This position requires in-state traveling with some overnight stays.

Application Process

To be considered for this position, candidates must apply online at www.careers.ohio.gov and attach (as MS Word/PDF documents) a cover letter and resume no later than Thursday, August 7, 2014. Only complete on-line applications will be considered.

In response to your application, the system will send you a confirmation email. Interviews will be scheduled as soon as practical. If selected for an interview, you will be contacted.

No phone inquiries, please.

This position is at-will, full-time, permanent, FLSA non-exempt, and unclassified. The Ohio Judicial Conference is an equal opportunity employer and supports a drug-free, alcohol-free, weapons-free, and violence-free work environment.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents. It is not intended to be an exhaustive or all-inclusive list of all job related duties that an incumbent may be requested to perform.