**Legislative Aide Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Legislative Aide to work on basic office support for a representative. Provides scheduling, word processing, mail and telephone handling, and file maintenance services and handles constituent inquiries. Tracks the progress of legislation for representatives.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Monitors legislative committee meetings and writes committee summaries
* Tracks daily legislation
* Sends out newly-filed bills and e-files them into the office’s bill tracking system
* Monitors and disseminates legislative committee information
* Maintains legislative calendars for lobbyists
* Generates lobbyist and client bill reports
* Covers the State House and Senate during the session months
* Assists with other legislative-related duties as assigned

### About you

* Bachelor's Degree or equivalent experience preferred
* Previous legislative experience
* Excellent writing skills preferred
* Working knowledge of Lobbytools
* Proficiency with Windows-based software and Microsoft Word, Excel, and Outlook required

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]