**Legislative Assistant 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 Assistant to support time-sensitive project requests by working with a team of individuals across multiple shifts and locations.

### 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 [insert state] House and Senate during the session months
* Assists with other legislative-related duties as assigned

### About you

* Prior Legislative experience
* Experience coordinating and organizing work efficiently
* Ability to remain nonpartisan while working with politically sensitive issues
* Experience reviewing documents for accuracy and completeness
* Experience maintaining filing systems
* Aptitude in learning new technology programs
* Experience using virtual meeting platforms such as Microsoft Teams

### 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]