



# MASSACHUSETTS HOUSE OF REPRESENTATIVES

## Position Title: Legislative Aide

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### Agency Overview:

The Massachusetts House of Representatives ("House") is comprised of 160 independently elected Members, each representing a district of approximately 43,000 people.

### Position Overview:

The Legislative Aide assists the Member of the House who appointed the Legislative Aide in the discharge of that Member's official duties by providing communication, legislative, and administrative support services deemed necessary by the Member.

### Reports to:

State Representative Paul Donato (Paul.Donato@MaHouse.Gov)

### Essential Duties & Responsibilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Nothing in this job description restricts the Chair's right to assign or reassign duties and responsibilities to this job at any time for any reason.

### Responsibilities/Essential Functions:

- Provide Member with basic administrative support including, but not limited to, answering phones and taking messages, greeting visitors, scheduling and other tasks as may be assigned;
- Manage constituent inquiries and casework including creation/maintenance of database of constituent requests;
- Serve as liaison with Member's constituents;
- Serve as liaison with federal, local and other state government offices as directed by the Member;
- Research and draft responses to constituents, stakeholders and other interest groups on matters of interest;
- Draft proposed legislation and amendments on matters of importance to the Member;
- Monitor and track legislation for Member;
- Prepare summaries of legislation and briefing materials on various topics for Member;
- Attend meetings and forums on behalf of the Member as directed;
- Supervise interns and coordinate with the House intern program; and
- Able to operate in a fast-paced professional office environment; handle or operate standard office equipment, and occasionally lift up to 10 pounds.

### Required Skills/Attributes:

- Ability to interface and work with different communities and personalities in a professional and helpful manner;
- Ability to multi-task effectively, work independently and meet deadlines on short notice;
- Excellent research, analytical and interpersonal skills;



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- Excellent writing and communication skills;
- Ability to communicate with members and colleagues effectively and provide and receive feedback professionally;
- Strong organizational skills including, but not limited to, calendar and email management and ability to prioritize tasks as needed;
- Ability to follow-up and complete tasks.

#### **Preferred Education and Work Experience:**

- Bachelor's degree; or
- Associate degree with more than 1 year of professional work experience; or
- High School diploma with more than 2 years of professional work experience.

#### **Position Type/Expected Hours of Work:**

This is a full-time, minimum of 37.5 hour per week position. Days of work are typically Monday through Friday. Hours vary and may include evening and weekend work to support the Member's legislative or constituent activities.

#### **Disclaimer:**

This description may not be inclusive of all assigned duties, responsibilities, or aspects of the position described, and may be amended at any time in the sole discretion of the House.