

## Aprea & Micheli, Inc. – Legislative Assistant

### **SUMMARY**

The Legislative Assistant provides support to the lobbying team. Duties include but are not limited to: arranging appointments and meetings, retrieving information about legislation (via Capitol Track), word processing, coordination of schedules and travel arrangements as needed, and miscellaneous clerical duties. Bachelor's degree, minimum one-year legislative experience. Competitive pay & benefits. Full-time position. Start as soon as possible. Send resumes to Marc Aprea at [maprea@apreamicheli.com](mailto:maprea@apreamicheli.com)

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Legislative

- Monitor Legislative Committee Hearings, Floor Sessions, and other public hearings as directed.
- Draft reports of hearings for firm and clients as directed.

#### Scheduling

- Schedule appointments for firm lobbyists and clients with Members of the Administration, State Legislators and their staff.
- Maintain the calendar of public hearings by the Legislature and state agencies.
- Schedule meetings in the conference room as directed.
- Make arrangements for food and beverages to be delivered to conference room as needed.
- Make travel arrangements as needed.

#### Administrative

- Quarterly filing with the Secretary of State, Lobbyist Employer, Lobbying Firm and Lobbyist forms.
- Maintain all files.
- Maintain databases.
- Distribute position papers and letters as directed.
- Work with computer consultant to maintain IT equipment and network.
- Maintain inventory of office supplies.
- Work with building management on any lease issues.
- Respond to other administrative needs as needed.
- Work with all vendors, including catering, shipping, CapitolTrack, etc.

#### Political Fundraising

- Maintain electronic calendar for political fundraisers.
- Distribute fundraising solicitations to Aprea & Micheli clients as directed.

- Follow-up with clients to ensure that fundraising commitments are satisfied.

### Financial

- Provide financial documents for accountants/auditors.

### **REQUIREMENTS**

- Bachelor's Degree
- One-year legislative experience required
- Must possess strong writing skills
- Tested spelling, grammar, proofreading, and editing skills
- Proficiency on MS software suite; preferably Word, Excel, and PowerPoint
- Ability to learn on-line legislative research program
- Ability to work cooperatively and effectively with lobbyists and other departments
- Ability to work on multiple projects, and meet legislative deadlines
- Must be organized and detail-oriented
- Must demonstrate professionalism on the telephone.
- Must demonstrate professionalism in all aspects of a business environment.

### **COMPENSATION**

- Salary commensurate with experience.
- 401(k) Retirement Plan
- Health Insurance Plan
- Parking
- Paid vacation and sick leave