



JOB DESCRIPTION Legislative Assistant

- A. Assist the State Legislative Advocate
- Update bill calendar, prepare and send position letters to members of the State Legislature and Governor's office
 - Send bills to Legislative Committee for feedback, track and maintain Legislative Committee input, maintain legislative database via Capitol Track
 - Prepare, maintain, and continuously update all bill and miscellaneous files
 - Schedule meetings with State Legislators, their staff and committee consultants
 - Prepare correspondence, memos, meeting packets and agendas for Legislative Committee and solicit feedback on a continual basis
 - Arrange conference calls, Zoom calls and meetings for the Legislative Committee
 - Input positions on bills and draft position letters in preparation of committee hearings
 - Research legislative histories as needed
- B. Legislative Updates/Articles for WMA Publications
- Draft, edit and review monthly legislative articles and other articles, as needed, for *WMA Reporter* for review by State Legislative Advocate and Executive Director
 - Update monthly bill chart for *WMA Reporter*
 - Draft weekly legislative update for WMA Board of Directors and WMA Members
- C. Draft, edit and distribute *Legislative Alerts*, a short e-mail update that provides quick updates to WMA members on legislative topics and serves as a means of generating letter-writing campaigns
- D. Campaign Contributions/Reports Services
- Processes all necessary approvals for PAC approved campaign contributions and cut check for same
 - File required PAC reports with Secretary of State
 - Maintain PAC Candidates and Issues bank accounts
 - Prepares and files Lobbyist/Employer reports with Secretary of State
- E. Responsible for Maintenance of WMA PAC and Issues PAC Budgets
- Process check-requests received
 - Maintain and continuously update statewide budget expenditures on computerized system
 - Prepare WMA PAC statewide budget report for all WMA PAC committee meetings.
- F. Attend WMA Conventions and other necessary meetings to assist other departments with logistics and staffing needs.
- G. Other Duties as Assigned