

Legislative Assistant Job Description

Base salary range: \$55,000 - \$80,000

Summary: Performs a variety of support activities of moderate complexity for two - three Lobbyists at a face-paced law firm. Knowledge and/or interest in the political and legislative process is preferred. Knowledge regarding contracts and billing activities preferred but not required.

Flexible schedule with some remote work available after fully trained. Generous benefits for employee and dependents, paid parking.

Essential duties

- Calendar management for three busy lobbyists which include:
 - Daily calendar updates for budget and legislative committee and regulatory agency hearings, bill tracking and monitoring, travel, conferences, meetings, and conference calls.
- Assist Lobbyists on day-to-day activities
 - Prepare client communication
 - Prepare floor alerts for distribution and delivery
- Administrative Functions
 - Weekly time entry for Lobbyist timesheets
 - Process monthly billing, track of outstanding accounts receivables
 - Prepare and finalize Engagement letters for new/ existing clients
 - Act as a liaison between attorney/lobbyists and the accounting department for all billing matters and contracts
 - Prepare and update Client Information Sheets in coordination with Accounting Department
 - Travel arrangements and expense reimbursements Track of MLCE for Lobbyist/ Attorneys
 - Quarterly Lobbyist reports
 - Prepare and organize client folders
 - General correspondence
- Legislator Fundraisers
 - Coordinate events and distribute flyer
 - Track client contributions
- Assist clients with the coordination of "Lobby Days" at the Capitol.

- Coordinate with Legislative offices to schedule meetings with the legislator.
- Organized a schedule of meetings for the client for the day of “Lobby Day”

Requirements

- One- or two-years general office experience with a minimum of 2 years of college. Bachelor’s degree a plus.
- Excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of management and staff, outside clients and vendors.
- High integrity and professionalism, with the ability to handle confidential information with the utmost discretion,
- Software skills, Internet research abilities and strong writing skills. Microsoft Office program proficient.
- Positive demeanor, dependable, punctual, and consistent. Start and end times will be flexible; consistent availability is important.
- Ability to focus, multitask and work well under pressure to meet deadlines in the context of a face paced and growing practice.
- Well-organized with a high attention to detail, accuracy, and follow-up.
- Team player who will help others as well as ask for help when they need it with the ability to demonstrate good judgment and take initiative.
- Familiarity with a law/lobby office environment, court structures, government of campaigns, vendors and other legal resources and basic knowledge of legal terminology a plus.
- Knowledge of the legislative calendar and bill process.

- 35% Scheduling for Lobbyists/ Calendar Management/ Meeting Requests
- 25% Billing/ Contracts/ CIS Management/AR
- 20% Fundraising / Events Coordination/ Coordination of client PAC contributions
- 10% Time Entry for Lobbyists
- 5% Other duties for Lobbyists as needed
- 5% Correspondence via emails sending out letters, Support and Oppose Letters for delivery

Benefits

- 95% employer paid health care premiums for employee and qualified dependents including:

- Medical (with HRA for some plans)
- Dental/Vision
- Life/AD&D/LTD
- Accident
- EAP with Mental Health resources
- FSA/Dependent Care
- 401(k) with employer match
- On-site exercise equipment
- Potential for discretionary bonus

Additional Information:

The annual salary range for this position, firm-wide, is based on factors including but not limited to the following: local market data; an applicant's skills and prior relevant experience; longevity; and certain degrees, licensing, and certifications. The salary range does not guarantee, obligate nor set expectations for the applicant's salary in the event of hire. Discretionary bonus and incentive payments are available and will be discussed.

Nielsen Merksamer is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, creed, ethnic or national origin, ancestry, age, disability, veteran or military status, marital status, pregnancy, sexual orientation, gender identity, domestic partner status, and other categories protected by applicable laws, or in retaliation for opposition to any practices forbidden under this policy.

To Apply: please send resume, cover letter and references to admin@nmgovlaw.com