

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Legislative Assistant	<b>REPORTS TO:</b>	Program Manager
<b>DEPARTMENT:</b>	Administrative and Legislative Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	046 OTBS
<b>REVISED:</b>	September 6, 2002		

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**BASIC FUNCTION:**

Maintain the legislative office in San Diego and independently perform delegated administrative and technical duties and projects.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Assist with administrative detail; monitor state legislation. **E**

Read bills and identify those which may impact the school district. **E**

Route and distribute bills and amendments to district staff for review. **E**

Review and analyze responses from district staff. **E**

Review and conduct research on proposed legislation. **E**

Assist district staff in preparing testimony. **E**

Attend hearings and various other meetings in the manager's absence to monitor activities. **E**

Prepare status reports and schedules of upcoming hearing committee meetings. **E**

Secure and forward various documents and published information to district office. **E**

Review newspapers and monitor other news media for pertinent information on current legislation and provide press releases to district. **E**

Prepare or assist in preparation of bill analyses and monthly reports. **E**

Drafts letters for signature. **E**

Use microcomputers for word processing, spreadsheets, and database management. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in business or public administration, political science, or other appropriate field, and two years of recent related experience.

**LICENSES AND OTHER REQUIREMENTS:**

None

**KNOWLEDGE OF:**

The state legislative process.

Technical aspects of field of specialty.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Perform research, organize data, and prepare report.

Exercise sound judgement in decision making.

Communicate effectively orally and in writing

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread document; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 4.2.04—PeopleSoft

Job Code 6518

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