



### LEGISLATIVE ASSISTANT

WILKE FLEURY is looking to hire an experienced, professional *Legislative Assistant* to support the firm's lobbyists and attorneys. This is a full-time, at will, non-exempt position. Requirements of the position include: an A.A. degree or equivalent from a two-year college or technical school, two-to-three years legislative experience, knowledge of restrictions of FPPC requirements and the availability to work overtime on weekdays and weekends as needed.

A *Legislative Assistant* at Wilke Fleury is highly organized, able to multi-task, punctual and has excellent attention to detail. Candidate must have advanced computer skills, including excellent spelling, grammar and punctuation. Teamwork is prized at Wilke Fleury, so the ideal candidate has a positive, service-oriented attitude, and interacts well with both clients and colleagues, representing the firm in an efficient, professional and mature manner.

Duties include:

- **Legislative Tracking** -- Tracking legislation using the firm's software. Preparing position letters for distribution to legislative and regulatory offices and researches prior legislation for legislative intent at State Archives. Preparing legislative bill mailings to clients. Monitoring legislative committees and obtaining committee analyses as requested. Preparing quarterly Lobbying Firm report, lobbyist reports, and gift and in-kind contribution notification letters as requested.
- **Billing Tracking** -- Preparing weekly billing updates, maintaining computer bill tracking files for clients and provides daily/weekly bill tracing reports to each lobbyist. Updating client bill folders and sending amended bills to clients as directed.
- **Correspondence & Communication** -- Professionally greeting visitors. Preparing correspondence, group mailings, faxes, and other documents as directed and on initiative for approval of attorneys and other professionals. Maintaining contact and mailing lists for relative committees. Answering and appropriately routing telephone calls and messages, reviewing and prioritizing mail.
- **Scheduling & Events** -- Calendaring appointments, scheduling travel, coordinating RSVPs, setting up meetings and meal orders, and maintaining calendars for the firm's lobbying practice. Scheduling meetings with legislators, staff, lobbyists, state officials and others as directed. Organizing in-office fund raisers, meetings, conferences and other events for clients and political candidates.
- **Records Management** -- Filing correspondence and legal documents in the firm's paper files and in the firm's electronic Document Management System ("DMS"), *iManage*. Copying and scanning documents into the firm's DMS using the firm's copier/scanning equipment. Using Adobe Acrobat Pro to file, name and manage .pdf documents. Using Microsoft Word to generate indices, labels and other documents.

TECHNICAL SKILLS: In addition to legislative experience and professional business communication standards, a *Legislative Assistant* at Wilke Fleury is capable of learning and utilizing the firm's software programs including but not limited to: Microsoft Word, Excel, Outlook, and Powerpoint, iManage (DMS), Adobe Acrobat Pro (.pdfs), CCC MacroPro (Macros), Intellipad (CRM), Internet (for research), and Judicial Council Forms.

To apply for this position, please send your resume and salary expectations to Human Resources at [kbn@wilkefleury.com](mailto:kbn@wilkefleury.com).

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WILKE FLEURY is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.