

Organization: Ohio Senate Democratic Caucus

Position: Senior Legislative Aide for Senator Hearcel F. Craig

Location: Ohio Statehouse, 1 Capitol Square, Columbus, OH 43215

Job Description: The Senior Legislative Aide (SLA) is responsible for researching, analyzing, and tracking legislation of interest for the Senator in committee and on the Senate floor. The SLA also shares administrative duties with the rest of the staff in the office, including constituent work, mail, letter writing, answering phones, etc.

Responsibilities include:

- Participate in legislative-related meetings with the Senator.
- Attend most, if not all, of the Senator's legislative committees, unless otherwise designated by the Senator.
- Accompany the Senator to Senate session.
- Keeping track of all bills and related policy of interest to the Senator, including those in his committees, those in House committees that may be coming to the Senate, or pending votes on the Senate floor.
- Research ideas for possible legislation and communicating with the Legislative Service Commission to get bills drafted in official form.
- As needed, supervise other office staff.

Qualifications:

- Strong written and oral communications skills.
- Maintains confidential and sensitive information.
- Multitasks and prioritizes deadlines.
- Understands legislative process and state government.
- Experience with Microsoft office.
- Availability to work a flexible schedule, which may include evening and weekend hours; occasional travel.

Minimum Qualifications: Bachelor degree

Senior Legislative Aide salary is \$50,000. This is a full-time position and parking is provided. Senate employees participate in OPERS and qualify for health benefits through the state of Ohio:

- Medical: <https://das.ohio.gov/Divisions/Human-Resources/Benefits-Administration>
- Dental/Vision/Life insurance for exempt employees:
<https://das.ohio.gov/Divisions/Human-Resources/Benefits-Administration#4289112-exempt-employees-only>
- Deferred Compensation: The Ohio Deferred Compensation program is a 457(b) voluntary retirement savings plan: <https://www.ohio457.org/home>

To Apply: Submit cover letter, resume and writing sample to Breanna Stabler, Administrative Assistant of the Senate Democratic Caucus, via email at Breanna.Stabler@ohiosenate.gov.

Deadline: Friday, September 1st or until position is filled.