

IMPORTANT RULES COMMITTEE INFORMATION. PLEASE READ THIS NOTIFICATION CAREFULLY.

To: All Assembly Employees
From: Assembly Rules Committee
Subject: Job Announcements

ASSEMBLY JOB POSTINGS

No Assembly Jobs at this time.

PRIVATE OR GOVERNMENT SECTOR ANNOUNCEMENTS

Periodically, the Assembly Rules Committee receives information about job opportunities in private and other government sectors. You may contact these entities directly for more information.

To apply for a position, send a cover letter, your resume, and references to the address listed in the announcement. We will update this listing as new job announcements are available to us.

District Office Field Representative/Caseworker

SUMMARY:

The Field Representative/Caseworker monitors and updates the Congressman and District Director on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Congressman and constituents and answers casework correspondence and verbal communications with constituents.

ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Congressman and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Handles casework assignments;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congressman;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Scheduler;
- Monitors scheduled district meetings for the Congressman with constituents;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends; and
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

- Full-time experience preferred; strong academic credentials required; extensive community relationships desired.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong oral and written communication skills;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Congressman is involved;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, procedures, and computer applications.

WORKING CONDITIONS:

- Work is mainly performed in an office environment, but the Field Representative will often need to attend and participate in meetings and public functions out of the office including evenings and weekend events. Noise levels are usually moderate; and
- Ability to work in a small work station without an expectation of privacy.

TO APPLY:

E-mail a resume and cover letter to CA02.Requests@mail.house.gov with the subject line "CA02 Field Representative/Caseworker."
