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Description

Job Title Legislative Senior Aide I; grade 18

Location Rockville, MD, US

Organization Name CCL 01 Council Members and Staff

Medical Exam Medical History

Background Investigation No

Financial Disclosure No

Job Description

Closing Date: September 11, 2019

This recruitment will establish an eligible list to fill current and future vacancies.

This is a one year term position scheduled to expire on December 2, 2019. Continued employment in this position is contingent upon renewal of term.

The Office of the County Council is seeking a Legislative Senior Aide to support a Councilmember's office. The position will perform a variety of legislative duties relating to office and constituent services. The duties include conducting research and preparing reports; receiving, investigating and resolving complaints and inquiries from constituents; attending and representing the Councilmember at meetings; preparing briefing and background memos, including budget briefings during the Council's consideration of the annual budget.

The position will also work on various policy initiatives associated with land use, the environment, transportation, and/or other issues. This position may also be responsible for producing the newsletter, monitoring social media platforms, and working on presentations and other graphics necessary for public meetings.

This position requires the ability to attend meetings or perform work at locations outside the office. This is a term appointment which is renewable each year in December.

Bilingual candidates are highly encouraged to apply.

Additional Employment Information

OHR reviews the minimum qualifications of all applicants, irrespective of whether the candidate has previously been found to have met the minimum requirements for the job or been temporarily promoted to the same position. This evaluation is based solely on the information contained in the application/resume submitted for this specific position/IRC.

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to special.accommodations@montgomerycountymd.gov Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with his/her resume and all other information provided in the employment application process will be evaluated to determine the minimum qualifications and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Minimum Qualifications

Experience: One (1) year of progressively responsible experience in legislative/policy research or communications and/or professional level experience in a subject area relevant to local government administration.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

Preferred Criteria

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas:

1. Experience in conducting issues research;
2. Oral Communication;
3. Written Communication;
4. Experience in working effectively with constituents, community groups, and elected and appointed officials;
5. Experience in analyzing a variety of complex policy issues;
6. Experience in working with social media platforms; and
7. Experience managing deadlines and timelines.

If selected for consideration for this position, you may be required to provide a writing sample.

Minimum Salary 46795

Maximum Salary 77166

Currency USD

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