

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 000719  
Grade 18**

**LEGISLATIVE SENIOR AIDE I**

**DEFINITION OF CLASS:**

This is entry level professional aide work providing basic legislative assistance or administrative assistance in support of a Councilmember. Personal contacts include Councilmembers and staff, high level officials of County departments and agencies and other governmental entities, and the public, for the purposes of exchanging information, resolving problems, and planning and coordinating work. An incumbent in this class performs direct public service and assistance through answering constituents' questions, explaining issues, resolving problems and making appropriate referrals.

An employee in this class performs professional aide work related to the efficient operation of the office of the Councilmember to whom assigned. The employee assists with the initial research and policy analysis of legislation for the Councilmember's constituent and County projects under the supervision and guidance of senior staff. The work of this class requires knowledge of office administrative procedures and a variety of legislative issues facing the County Council. An employee in this class must independently plan and carry out steps in order to meet the objectives, priorities, and deadlines defined by the Councilmember. The employee must use judgment, tact, and resourcefulness to adapt, modify, or depart from existing practices in order to respond to constituent requests, handle complaints, and research/resolve problems. An employee in this class performs a variety of administrative and legislative duties in order to resolve various office-related or constituent-oriented problems. Employees in this class may be required to work outside of normal working hours (e.g., attend evening Council work sessions, meetings and public hearings to take notes and/or represent Councilmember.) Work is performed in a normal office environment with occasional prolonged periods of computer keyboard operation.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Receives, investigates, and resolves complaints and inquiries from citizens/constituents on a broad range of matters.
- Initiates appropriate action on matters handled personally, drafting appropriate replies to correspondence and memoranda.
- Attends and represents Councilmember at committee meetings, hearings, and conferences on a broad range of topics and issues under consideration or study by the Council; takes notes, prepares minutes, summaries or reports as required and distributes as requested by Councilmember.
- Prepares staff papers, reports, and recommendations as directed by Councilmember on a variety of subjects, based upon independent research and compilation of data from files and records.
- Prepares public announcements, as appropriate.
- Reviews and screens Councilmember's incoming correspondence, reports, and other materials for those items to be handled personally and those to be forwarded to Councilmember.
- Reviews and screens Councilmember's telephone calls, handling many matters personally, including inquiries pertaining to procedural, administrative, and substantive matters.
- Prepares format, types and proofreads a variety of complex materials, which may be of a sensitive and

confidential nature.

- Maintains Councilmember's appointment calendar and schedules appointments and conferences.
- Maintains control records on incoming correspondence and action documents, and follows up on all matters to assure timely reply.
- Develops and implements office procedures and maintains a variety of files and records.
- Performs related administrative duties as required by Councilmember.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the organization and functions of the County Council, County Government and County funded agencies, the legislative process, and a variety of legislative issues facing the County Council, or the ability to rapidly acquire such knowledge.
- Thorough knowledge of business English, spelling, and punctuation.
- Ability to exercise judgment, courtesy and diplomacy in dealing with the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to attend meetings or perform other assignments at locations outside the office.

**Administrative Management**

- Thorough knowledge of standard office procedures, systems, and practices.
- Ability to use applicable computer software applications accurately, such as spreadsheets, word processing, email, and database software.
- Ability to maintain essential records and files.
- Ability to take accurate notes.
- Ability to conduct basic research to prepare/compose reports and correspondence.
- Ability to work independently and accurately using judgment and discretion, on a wide range of administrative support tasks.

**Constituent Service, Legislative and Issue Research**

- Some knowledge of the principles and practices of policy analysis, budget analysis, program development, community outreach, and/or the legislative process.
- Ability to work independently and accurately using judgment and discretion, on a wide range of legislative support tasks.
- Ability to conduct basic research, compile, and integrate information.
- Ability to comprehend, analyze, and interpret politically sensitive information.
- Ability to handle confidential information.

**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.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Class Established:** December, 1983

**Revised:** February, 1989 (M)

March, 1995 (M)

November, 2005

August, 2013

February, 2014