

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

Occ. Code 2522100

Legislative Assistant, NS

14

2522100

Brief Description of Class

Incumbents participate in advancing an agency's legislative program. Positions typically report to a Legislative Liaison, NS, or Legislative Coordinator, NS.

Illustrative Duties

- Assist with solicitation of legislative proposals from program directors and executive staff, produce documents summarizing proposals and present them to higher-level staff.
- Assist staff with drafting legislative proposals.
- Distribute draft bills and support memorandums to executive and legal staff, and other agencies for review; organize and summarize comments, and present them for upper-level review.
- Using legislative retrieval service systems, track introduction and progress of bills, and circulate bills of interest for comment.
- Assist higher-level staff with analysis of proposed legislation and impact on agency operations; and make recommendations regarding impact to upper-level staff.
- Research and respond to legislative inquiries from executive staff, public officials, interest groups, and the Executive Chamber.
- Draft reports summarizing actions taken by the Legislature, and distribute them to executive and legal staff.
- May supervise support staff.

Minimum Qualifications

14: Bachelor's degree.*

*Substitutions: four years of relevant experience or associate's degree and two years of relevant experience may substitute for bachelor's degree.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

09/2021