

Class Concept

This is professional work in an office of legislative affairs for a State agency or a large and complex program or division within an agency. Employees may plan, and coordinate legislative and/or governmental affairs and closely related activities, and may have access to some controversial and sensitive information issues. Employees consult on legislative policy and budget formation working with appropriate managers and staff in approaches to promoting legislation, shepherding proposals and monitoring the legislative process. Work is performed exercising judgment in responding to constituent inquiries, developing rapport with members of the North Carolina General Assembly and legislative staff, and staying abreast of developments to promote the agency interests. Other duties may include researching information in response to legislative inquiries, providing professional and confidential assistance in special matters, and representing the agency at civic or industry functions. This level of professional work may receive guidance from supervisor as to agency legislative objectives, and the strategy necessary to accomplish objectives, interpreting policies, and consistently conveying views of agency leadership. Work is performed under supervision of the agency head or Legislative Affairs Manager or Director. Employees perform related duties as required.

Recruitment Standards

Knowledge, Skills and Abilities

- Ability to quickly develop a working knowledge of the organization and programs of the assigned agency or university, and to develop a strong knowledge of the principle leadership in the agency, state government, the N. C. General Assembly and U.S. Congress.
- Ability to exercise judgment in appraising and analyzing situations.
- Ability to establish and maintain working relationships with members and staff of the N. C. General Assembly, agency staff, public officials, and others.
- Ability to make presentations and to speak and write clearly.
- Ability to understand state statutes and other laws and regulations governing the agency or university.

Minimum Education and Experience

Bachelor's degree political science, public administration, communications, journalism, English or closely related curriculum and two years of professional experience in lobbying, governmental relations, political campaigns, broadcasting, communications, or public relations; or an equivalent combination of training and experience.