

**CLASS TITLE:     Legislative Assistant – Springfield – General Assembly,  
Intergovernmental Affairs, Office of the Mayor**

**CHARACTERISTICS OF THE CLASS**

Works to promote Mayor's Office legislative agenda by serving as a liaison between the Mayor's Office and State governmental and non-governmental stakeholders. Reports to the Deputy Director of Intergovernmental Affairs – Springfield to advance the City's advocacy goals and interests. Perform related duties as required.

- Advocate for the City's interest on all state legislative matters before the Illinois General Assembly
- Analyze bills that are filed each session and determine potential impact for every City department and sister agency
- Track bills and amendments throughout the entire legislative process, including over 50 House and Senate committees
- Testify in public legislative committee hearings to influence the passage or defeat of proposed legislation
- Negotiate the merits or points of opposition of proposed legislation with elected officials and stakeholders
- Communicate with City departments about State affairs, including funding opportunities and proposed or enacted changes to City programs and policy
- Support the Mayor and attend events with elected officials
- Assist in regular follow ups and provide briefings for the Mayor and aldermen as requested
- Assist in planning for city-level implementation of new state laws

**NOTE:**    *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

- Bachelor's degree from an accredited college or university
- Juris Doctorate or related professional degree preferred
- At least one (1) year of experience working closely with elected officials or local government experience.
- Experience with legislative process and government functions preferred
- Excellent project management, written and communication skills
- Proven track record of effectively interacting with senior management
- Ability to work strategically and collaboratively across departments
- Strong research, analysis, and relationship management skills

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## **WORKING CONDITIONS**

- General office environment
- Travel to Springfield during General Assembly session days required

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., computer, modems)

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

- Basic research, evaluation, and data analysis techniques
- City and department ordinances, policies, procedures, rules, and regulations

### **Skills**

- Motivation - develop and direct people as they work
- Active Listening – give full attention to what others are saying, take time to understand the views of others, ask questions when appropriate.
- Clear Written Product – communicate information and ideas in writing in a clear and concise manner
- Time Management – ability to handle multiple projects and tasks and properly prioritize workflow

### **Abilities**

- Judgement and Decision making – ability to consider the costs and benefits of potential actions followed by the execution of decision
- Comprehend oral and written information – ability to listen, read, and understand complex information in a short amount of time

### **Other Work Requirements**

- Attention to detail – pay careful attention to detail and thoroughness in completing work tasks
- Initiative – demonstrate willingness to take on job challenges and responsibilities when asked
- Flexibility – be open to change (positive or negative) and to variety in the workplace
- Dependability – demonstrate reliability, responsibility, and dependability and fulfill obligations

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## **THIS POSITION IS SHAKMAN EXEMPT**

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

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City of Chicago  
Department of Human Resources  
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