

Vacancy Announcement

North Carolina Senate

President Pro Tempore Phil Berger



January 26, 2012

*Vacancy Number: 1099-10027 Position: Constituent Liaison for Republican
Senate Leader
Hiring Range: \$32,000 - \$35,000 Division: Senate
Closing Date: February 8, 2012 5:00 p. m.

*Vacancy number must be included on the application.

Interested applicants may obtain a [General Assembly Application](http://www.ncleg.net/NCGAInfo/directories/jobs.html) by calling 919-715-1210 or by visiting our web site at <http://www.ncleg.net/NCGAInfo/directories/jobs.html>. A separate application is required for each position.

The Constituent Liaison for the Republican Senate Leader acts as the principal intermediary between the Republican Senate President Pro Tempore (Republican Senate Leader), state agencies, and constituents. The position requires a high level of organization and accountability as well as strong problem solving, communication, and interpersonal skills. Work is performed independently and checked for accuracy and conformance with proper procedures. The position is an at-will position and is not subject to the State Personnel Act.

Examples of Duties:

- Assist constituents with obstacles they encounter with state government
- Actively monitor casework and communicate with state agencies to ensure problems are being addressed in a timely manner
- Accept and respond to all constituent phone calls, emails, and letters to the Senate Republican Leader
- Work closely with policy and communications staff to write correspondence about the Senate Republican Leader's policy positions
- Provide support and guidance on constituent communications to other senators' offices
- Assess casework for problem trends that may require legislative action
- Analyze constituent correspondence and prepare reports for the Senate Republican Leader on constituents' views on policy issues
- Perform other duties as assigned
- Perform all duties with a high degree of skill, attention to detail, and independence

Minimum Qualifications:

- Bachelor's degree
- Strong written and oral communication skills
- Temperament to communicate with a variety of personalities in a courteous and professional manner
- Basic knowledge of the legislative process and state government

(See page two for information on how to apply for this position.)

- Experience working in a legislative or political office preferred
 - Experience with customer service preferred
 - Ability to work independently, organize and analyze materials, prioritize tasks, and make responsible decisions
-

Application Process:

A General Assembly application, a cover letter that addresses all the applicant requirements above, employment/educational experience relevant to the position, and reasons for wanting to join the Senate President Pro Tempore's Office; a resume; a writing sample; and a list of three academic or professional references including name, address, telephone number and relationship to the applicant must be received in Room 2007 of the Legislative Building by 5:00 p.m. on Wednesday, February 8, 2012.

Send to:

**Amy Auth
North Carolina General Assembly
Legislative Building, Room 2007
16 West Jones Street
Raleigh, NC 27601**

OR e-mail to: Amy.Auth@ncleg.net

NOTE: A separate application is required for each position reflecting the vacancy announcement number. For your convenience, a General Assembly Application is available on our website at <http://www.ncleg.net/NCGAInfo/directories/jobs.html>.
