Position: Legislative Aide
Republican Leader’s Office
Massachusetts House of Representatives
State House, Room 124
Boston, MA 02133

Duties and Responsibilities

The Republican Leader’s Office (RLO) provides fiscal and policy analysis to the Republican members of the Massachusetts House of Representatives and serves the constituents of districts from where the Republican leaders serve. The Legislative Aide’s primary responsibilities are handling local constituent and legislative matters for the House Republican Leader, Brad Jones (His district includes the towns of Reading, North Reading, Lynnfield and Middleton.). Toward this end, the Legislative Aide is expected to:

- Research and draft legislation, when necessary, that pertains to local matters within the towns represented by the Republican Leader.
- Field requests or questions (in person, over the telephone, or via email) from constituents. Specifically, address the constituent’s problem or concern by consulting with the appropriate resources including state agencies or other intergovernmental entities.
- Formulate and communicate responses to constituents, making sure to follow-up, if necessary.
- Utilize the Constituent Database to track, maintain and serve the needs of constituents.
- Research local newspapers in an effort to recognize any constituent achievements, local events, or other important happenings within the communities represented by the Republican Leader.
- Periodically visit the Representative’s district to meet with constituents on behalf of the Republican Leader.
- Draft citations for constituents.
- Review all legislative mail and email and respond appropriately.
- Assist the Legislative Director and his or her staff when working on important legislative priorities, particularly the analysis of the annual budget of the Commonwealth of Massachusetts.
- Assist the Chief of Staff with special projects or assignments in support of the House Republican Caucus.
Minimum Qualifications

At a minimum, the Legislative Aide must possess a Bachelor’s degree in public policy, public or business administration, economics, or a related field. In addition, aides must: (1) possess strong quantitative and analytical skills; (2) be able to communicate effectively through clear and concise writing; (3) work well with others in a fast-paced and production-oriented environment; (4) learn quickly, show initiative, and be willing to take on increasing levels of responsibility; and (5) be willing to work late and during weekends when necessary.

It is also desirable that the legislative aide is sincerely interested in working with public policy and is in general agreement with positions and philosophies commonly shared by public officials elected under the Republican Party designation.

Salary

Competitive. However, as an employee of the Commonwealth of Massachusetts, workers in the RLO have access to a wide variety of health plans including complete coverage of health, vision, and dental benefits. Furthermore, extensive retirement benefits are available, depending upon one’s length of employment.

Background Information

The Republican Caucus of the Massachusetts House of Representatives is comprised of 16 members. Currently, the House Republican Leader is Brad Jones, State Representative of the 20th Middlesex District.

The office physically houses the operations of the fiscal and policy staff of the Republican Caucus, as well as the Office of the Minority Leader, Assistant Minority Leader, Minority Whip, Assistant Minority Whip, the ranking Republican on the House Ways and Means Committee and their respective legislative/administrative staff.

Application Process

The RLO is now accepting applications for this position. Applicants should mail a letter, resume, two professional references (name, relationship, and phone number only) and short writing sample to:

Office of the House Republican Leader
Attention: Lauren Barnes, Deputy Chief of Staff
State House, Room 124
Boston, MA 02133

Resumes may also be faxed to (617) 722-2390 or emailed to Lauren.Barnes@hou.state.ma.us