Workplace Alaska

Class Specification
Information Assistant

Created:		**AKPAY Code:**	L3607	**Class Code:**	L3607
10/11/2001 by Paul S Overturf		**Class Outline Cat:**	A	**Class Range:**	13
Finalized on:		**Approved by:**		**Class Status:**	Active

Category: Clerical
Original Date: 10/11/2001
Class Title: Information Assistant
Use MJR Form: Standard

Original Comments:
Entered class spec.

Subsequent Revision Dates/Comments:
10/22/2004 - Revised KSAs. SLobaugh

Last Update: 07/29/2009 **EEO4:** F **SOC:** 4620 **Census:**

Last Update Comments:
Range change from 12 to 13; revise Special Note. (SLoubaugh)

Definition:

Under general supervision provides Alaskans with objective information regarding the Legislature. These positions are responsible for disseminating information about legislative and other government activities, conducting teleconferences on the Legislative Teleconference network, helping the public participate in the legislative process and providing support services to members of the legislature. These positions sometimes requires night, weekend and holiday work.

Distinguishing Characteristics:

Examples of Duties:

· Utilizing computer applications accesses information in response to public inquiries for current and past legislation, Alaska statutes and committee agendas.
· Acting as liaison between state government and the public by referring them to appropriate agencies and individuals.
· Distributing administrative and legislative information via electronic mail, fax machine, telephone and mail to statewide Legislative Information Offices.
· Entering and transmitting Public Opinion Messages via computer database to members of the legislature.
· Maintaining confidentiality regarding public opinion, particularly in relation to Public Opinion Messages.
· Utilizing Gentner, Shure, Polycom and other communication systems for teleconferencing and having a good understanding of their operations
· Provide administrative support in areas such as supply, personnel, accounting, data processing, etc.

Knowledge, Skills and Abilities:

The Legislative Information Assistant must have or acquire knowledge and skills in:
· Knowledge of the legislative process, including leadership and committee structure,
· Legislative and Agency policies and procedures, including the Ethics legislation and the Agency's non-partisan political activity policy,
· Americans with Disabilities Act,
· Technical expertise in operating personal computer, facsimile machine, copiers and small office equipment,
· Programs such as MS Word, Internet applications, & MS Outlook,
· Ability to work effectively with majority and minority members of both houses with tact and discretion,
· Handle confidential material,
· Work with minimal direction and supervision,
· Demonstrate individual initiative, personal responsibility, good judgment, and work cooperatively with other agency personnel,
· Skills: Must have effective written and oral communication,
· Ability to work a flexible work schedule January to May, which include holidays, evening and weekend work, at times with little or no notice,
· Able to type 40 words per minute.

Minimum Qualifications:

Graduation from High School or the equivalent. "Equivalent" includes a G.E.D., or completion of any basic education course of 480 class hours, or six months of work experience performing duties related to office or clerical support, or twelve months of work experience involving some routine tasks related to office or clerical support or highest grade of school completed plus amount of work experience which totals 12 years.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Some positions in this job class require bending, twisting, squatting, kneeling, pushing and pulling. Lifting and carrying up to 60 pounds and ability to move office furniture utilizing a hand truck.

These positions will need to be a flexible work schedule from January through May (Legislative Session), which include holidays, evening and weekend work, at times with little or no notice.

Positions in the Legislative Affairs Agency are in the exempt service.

Minimum Qualification Questions:

Do you have a high school diploma or a G.E.D.?

Or Substitution:

Have you completed any basic adult education course of 480 classroom hours (16 weeks at 30 hours per week)?

Or Substitution:

Do you have six months of paid or volunteer work experience related to office or clerical support?

Or Substitution:

Do you have twelve months of paid or volunteer work experience involving some tasks related to office or clerical support?

Or Substitution:

Do you have a total of twelve years of education (highest grade of school completed) and any kind of work experience?