



POSITION VACANCY

SESSION LEGAL AIDE Georgia Senate – Atlanta, Georgia

About the Senate: The Georgia Senate comprises 56 elected Senators and approximately 90 full-time staff members. The Senate and the House of Representatives jointly comprise the Georgia General Assembly, the legislative branch of the government of the State of Georgia. The Georgia General Assembly is a part-time legislature and holds Legislative Session for approximately four months each year beginning on the second Monday in January and continuing for forty non-consecutive days. More information about the Senate can be found at <http://www.senate.ga.gov>.

About the positions: The Georgia Senate Legal Aide program is open to all law school graduates who are interested in experiencing the legislative process. The application process runs from October 30 to December 31 of each year. Each Senate Legal Aide is assigned to the Judiciary Committee or the Senate Research Office. The Aide assists in the tasks that needed to keep the legislative process running smoothly.

Below are some of tasks that may be required:

- Creating Bill Summaries.
- Researching Legislation.
- Pick up any new legislation assigned to your committees- First Readers, Status sheets and Rules Calendars from Secretary of the Senate's office on a daily basis.
- Pick up proposed legislation from Legislative Counsel's Office.
- Put together folders for committee meetings.
- Attend committee meetings
- Assist Committee Chair in tasks needed during meetings, such as:
 - Note taking
 - Handing out information
- Performing office duties for Administrative Assistant such as:
 - Answering phones
 - Delivering notices
 - Making copies
 - Answering constituent mail
- Attend functions with your Committee Chair as needed.

Supervisory responsibility: None.

Job location: The State Capitol in Atlanta, Georgia.

Schedule and Compensation: Dates of employment are early January 2019 through the end of the Legislative Session, estimated to be on or about April 1, 2019. Committee Aides receive a weekly stipend of \$600.00 and are expected to be available during the entire Legislative Session. The session generally runs from the first week in January until sometime in April. This is not a benefits-eligible position.

How to apply: Please send a cover letter and resume to stacy.peery@senate.ga.gov