Legislative Coordinating Commission

Position Description

Title:	Legislative Aide– Limited Term
Department:	Legislative Coordinating Commission (LCC)
Reports to:	Executive Director of the LCC
Job Level:	1
Date:	November 12, 2024
Working Title:	LCC Legislative Assistant

Primary Objective:

To serve as a legislative aide to the Legislative Coordinating Commission (LCC) conducting nonpartisan research, assisting with communications, and performing other tasks necessary to support the work of the LCC.

The LCC is a nonpartisan joint office of the Minnesota Legislature. The commissions and task forces established under the LCC focus on a variety of topics and are comprised of a bipartisan group of legislators and/or citizens to study issues, provide oversight, develop policy, and review legislation.

Responsibilities & Tasks:

A. **Research**
   a. Compile data and prepare information related to topics under review by LCC commissions.
   b. Participate in commission meetings and follow-up on information requests.
   c. Research the use of Artificial Intelligence (AI) in legislative settings.*
B. **Communications.**
   a. Assist with updating LCC databases.*
   b. Identify and test communications tools.
C. **Perform other duties as assigned.**
   a. Assist with the logistics and attend LCC meetings.
   b. Provide administrative assistance when requested by the LCC executive director.*

Budget Responsibility: No direct budget oversight.

Supervisor Responsibility: none

Working Conditions/Physical Demands:

- Walks and transports materials across floors and buildings.
- At times the position may deal with frustrated constituents.

Minimum Qualifications:
Experience conducting research
Familiarity with Microsoft Office products.
Ability to interact with the public and members of the legislature in professional manner.
A nonpartisan background.
Excellent customer relations skills.

Preferred Qualifications:
Familiarity with the legislative process.

* Denotes Essential functions under the ADA.