

**DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
DIRECTORATE DIVISION  
OFFICE OF LEGISLATIVE AFFAIRS**

**INCUMBENT:**

**JOB TITLE:** Legislative Coordinator

**CLASSIFICATION:** Associate Government Program Analyst (AGPA)

**STATEMENT OF DUTIES:** Under the direction of the Staff Services Manager II, the AGPA performs the full range of the more complex and varied analytical duties and serves as the department Legislative Coordinator for the Office of Legislative Affairs (OLA). The AGPA is expected to be a subject matter generalist on legislative analyses provided by the Directorate staff and will conduct in depth research of the proposals submitted to OLA annually for potential inclusion in the department's legislative package, as well as providing a variety of administrative and analytical/research support for the Director and Legislative Advocates for OLA.

The AGPA must have the ability to tactfully elicit information and cooperation from various internal and external staff and stakeholders which requires a high level of professionalism and discretion. The duties of this job require independence of action, analyses, initiative, knowledge of departmental policies, and thorough knowledge of office practices.

**SUPERVISION RECEIVED:** Reports to the Staff Services Manager II of OLA and receives direction from the OLA Director.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to occasionally lift/move up to 25 pounds. May be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

**TYPICAL WORKING CONDITIONS:** Enclosed office in a smoke-free environment. Potential for telework may be available.

**ESSENTIAL FUNCTIONS:**

40% Acts as Legislative Coordinator for OLA which includes, but is not limited to, independently reviewing and analyzing all proposed and introduced legislation and assisting with determining potential impact to programs within the department. Requests additional information from departmental personnel and/or performs additional research, as necessary. Analyzes and evaluates legislative analyses submitted by Directorate Division staff and collaborates with OLA advocates on any noted recommendations. Conducts research related to current legislation including tracking status, amendments, hearing dates, and floor and committee votes. Reviews and researches legislative concepts, collaborating with OLA Director and Advocates to provide critical updates and consultation to executive management and department staff. Independently tracks, supports, and sponsors legislation to ensure timely submission of position letters to the Legislature and the Governor's Office.

- 35% Provides administrative, analytical, and research support to the Director and Legislative Advocates in OLA by independently preparing a variety of documents including confidential memoranda, letters, proposals, reports, and administrative documents. Interacts with officials and other governmental agencies to schedule meetings, by nature of priority and importance. Coordinates and schedules meetings and provides research, background, and briefing materials.
- 15% Acts as the Office of Legislative Affairs' Public Records Act (PRA) Coordinator. Tracks all PRA requests to ensure compliance with the response requirements. Prepares correspondence to respond to inquiries from internal units and external agencies. Acts as backup to both the Mandated Reports Coordinator and Legislative Constituent Liaison, as needed.
- 5% Utilizes BillWatch and other software programs including, but not limited to, Microsoft Excel and Microsoft Word, to prepare and present reports to departmental management and executive staff.
- 5% Performs special projects related to areas of legislative interest to the Attorney General and the Department of Justice.

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I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to Essential Functions Health Questionnaire, STD. 910.)

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Employee's Signature

Date

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Supervisor's Signature

Date

Revised 10/2022