

# NIELSEN MERKSAMER

NIELSEN MERKSAMER PARRINELLO GROSS & LEONI LLP

## Legislative/Executive Assistant

Performs a variety of support activities of moderate complexity for Lobbyists at a face-paced law firm. Knowledge and/or interest in the political and legislative process is preferred. Knowledge regarding contracts and billing activities preferred but not required.

Flexible schedule with some remote work available after trained. Generous benefits for employee and dependents, paid parking in a fully vaccinated office.

### Essential duties:

- Calendar management for three busy lobbyists which include:
  - Daily calendar updates for budget and legislative committee and regulatory agency hearings, bill tracking and monitoring, travel, conferences, meetings, and conference calls.
- Assist Lobbyists on day-to-day activities
  - Prepare client communication
  - Prepare floor alerts for distribution and delivery
- Administrative Functions
  - Weekly time entry for Lobbyist timesheets
  - Process monthly billing, track of outstanding accounts receivables
  - Prepare and finalize Engagement letters for new/ existing clients
  - Act as a liaison between attorney/lobbyists and the accounting department for all billing matters and contracts
  - Prepare and update Client Information Sheets in coordination with Accounting Department
  - Travel arrangements and expense reimbursements Track of MLCE for Lobbyist/ Attorneys
  - Quarterly Lobbyist reports
  - Prepare and organize client folders
  - General correspondence
- Legislator Fundraisers
  - Coordinate events and distribute flyer
  - Track client contributions
- Assist clients with the coordination of "Lobby Days" at the Capitol.
  - Coordinate with Legislative offices to schedule meetings with the legislator.
  - Organized a schedule of meetings for the client for the day of "Lobby Day"

### Requirements

- One- or two-years general office experience with a minimum 2 years of college. Bachelor's degree a plus.

- Excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of management and staff, outside clients and vendors.
- High integrity and professionalism, with the ability to handle confidential information with the utmost discretion,
- Software skills, Internet research abilities and strong writing skills. Microsoft Office program proficient.
- Positive demeanor, dependable, punctual, and consistent. Start and end times will be flexible; consistent availability is important.
- Ability to focus, multitask and work well under pressure to meet deadlines in the context of a fast paced and growing practice.
- Well-organized with a high attention to detail, accuracy, and follow-up.
- Team player who will help others as well as ask for help when they need it with the ability to demonstrate good judgment and take initiative.
- Familiarity with a law/lobby office environment, court structures, government of campaigns, vendors and other legal resources and basic knowledge of legal terminology a plus.
- Knowledge of the legislative calendar and bill process.
- Must be fully vaccinated.

35% Scheduling for Lobbyists/ Calendar Management/ Meeting Requests

25% Billing/ Contracts/ CIS Management/AR

20% Fundraising / Events Coordination/ Coordination of client PAC contributions

10% Time Entry for Lobbyists

5% Other duties for Lobbyists as needed

5% Correspondence via emails sending out letters, Support and Oppose Letters for delivery, etc.

To Apply: please send resume, cover letter and references to [jhowe@nmgovlaw.com](mailto:jhowe@nmgovlaw.com)