

District Representative

Office of State Senator Elijah Reichlin-Melnick

Location: Nanuet, NY or Ossining, NY

Reports to: Constituent Services Director

Salary: \$40,000-50,000 based on experience

Full-time position

Description: District Representatives work directly with the Senator's constituents to resolve their specific issues. They are responsible for finding solutions to individual constituent issues, resolving incoming casework quickly and with quality, and for making sure constituents leave the Senator's offices feeling satisfied and supported by the Senator's team. This role is a mix of social work, research, and constituent service.

Responsibilities include:

- Acts as representative for the Senator within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies.
- Responds to constituent telephone calls and mail.
- Documents visitor opinions on issues communicated via telephone, including full name, address, and all relevant information as appropriate.
- Handles casework assignments.
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Senator.
- Assesses casework for problems requiring legislative action and makes recommendations to the Legislative Director and Chief of Staff.
- Attends meetings in the district with the Senator, and on their own, with constituents
- Screens and refers cases, when appropriate, to other district offices.
- Trains and supervises Staff Assistants, including interns, to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations.
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework.
- Maintains a good working relationship with the Senator, staff, and constituents..
- Works a flexible schedule including occasional nights and weekends when after hours event attendance is required

Requirements:

- Bachelor's degree in social work, political science, or a related field of study

- Excellent oral and written communication skills.
- Strong empathy and listening skills, with excellent ability to problem-solve.

Preferred Qualities

- Social work background
- Proficiency in Spanish
- Proficiency in Haitian Creole
- Residency in close proximity to district offices in Nanuet and Ossining

Benefits

- Defined Benefit Pension plan
- Dental insurance
- Health insurance
- Flexible Spending Account
- Life Insurance
- Paid time off
- Vision insurance

Interested candidates should email both a cover letter and resume to Nelcy García De León, Director of Constituent Services, at GarciaDe@nysenate.gov to apply