

SETTING UP THE ASSISTANT'S OFFICE

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All of the information provided in this document is what we have found works well for us. This document is not intended to be an official manual, nor is it endorsed or affiliated in any official sense by the Oklahoma House of Representatives or Senate. We believe the statements in this document to be true at the time of this writing, but policies can change without warning and the opinions and instructions contained herein are subject to the approval of your Legislator and House or Senate policy. Our goal is only to provide helpful information to you; not to supersede, undermine or negate any training provided to you by your employer.



OFFICE STARTUP SUPPLIES

Go to the Senate Supply Room (room 308 on the third floor) or House Supply Room (basement floor – turn left to go down the hall just before the snack bar - Supply Room is after the post office on your right) and get the following items to set up your office:

- Paper
- Scissors
- Pens and pencils
- Highlighters
- Ruler
- Kleenex (House side only)
- Carbonless phone message book
- 2 Steno notebooks
- Post-it notes and container
- Mailing labels for large envelopes
- Sheet protectors
- Paper clips
- Stapler and staples, staple puller
- Letter opener
- Correction fluid/pen/tape

Citation supplies: paper, seals, folders, cardboard, envelopes

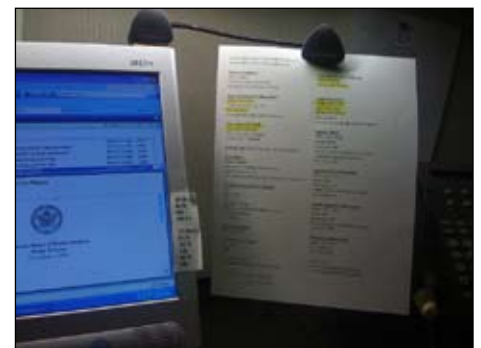
- Large manila envelopes (9 x 13)
- File folders (1 box)
- Hanging file folders
- Filing labels
- 1" binder (this is where all your telephone lists go – inside the sheet protectors).

ORGANIZE

The best way to be efficient is to STAY ORGANIZED. I went downstairs to the House Supply Room and asked if perchance they had a drawer organizer ~ they do, so I got two! Don't be afraid to ask; if they don't have your item, they will tell you whether or not they can order it. Sometimes they can't get it due to budget constraints, but they'll let you know, either way.

BUILD A REFERENCE SHEET

Build yourself a reference sheet in Word – call it [your name] Job



Information and place it on your desktop. Highlight the Legislator's name, office number and fax number. You will reference these again and again. I hang it right off my monitor so that if I'm asked a question, I can find the answer immediately.

OFFICE TELEPHONE

Your Senate office phone number is always 521-5 + your Senator's three-digit extension. Your House office phone number is always 557-7 + your Representative's three-digit extension. Your House

fax number can be found on the hall photocopier closest to your office.

VOICE MAIL SETUP

One of the first things to do is set your Legislator's and your own outgoing phone messages. For Senate phone setup instructions, contact Senate extension 234. An instruction sheet for House phone setup can be obtained at House extension 688.

TELEPHONE LISTS AND CONTACTS

For LAs, click on the "e" (Internet Explorer) on your desktop and it will open automatically to the internal House of Representatives web site. Close to the top of the page, find the link that says "Representatives & Staff." The phone lists are updated often; so the most recent version is always there. Print all of them, place them in sheet protectors and put them in a binder for easy access. There is also very helpful shared information on the Media drive.

For EAs, please note that your Microsoft Outlook has a "Public Folders" designation. This includes all KINDS of helpful information: bulletin board, EA folder, which includes current House of Representative contact information, 2010 page information and Citation samples, FAM-Grams, Internet Newsgroups, Senate Master Event Calendar, Senate Rules, Service Staff Handbook, Time sheets and Travel information. Also if you click on the EA folder (not under it but on it) there is helpful advice for all kinds of issues.

REFERENCE BOOKS

Make sure your office has the following reference books:



- Your Legislator's local telephone books
- The ABC Book – Oklahoma Agencies, Boards and Commissions - a digital copy can be found on TheHouseandSenate.com web site.
- The Oklahoma Directory of Education
- Directory of City and Town Officials
- The Journal Record Book of Lobbyists and Government Liaisons
- Telephone Directory of State Officials (Legislative Employees & Members of the Press)
- Association of County Commissioners of Oklahoma Directory
- Directory of Oklahoma Rural Water Systems, Officials and Agencies
- The House of Representatives or Senate pictorial directory.

COMPUTER SETUP

An IT guy (House ext. 688 or Senate ext. 552) will set up your computer, complete with password, e-mail, etc. House IT will explain

to you that, for safest retrieval of information, use your dedicated drive, rather than the "My Documents" folder. The House side prefers to administer your computer and network. The Senate side allows you to install programs and make personal choices, so you can put your documents wherever it is most convenient.

ORGANIZE YOUR HARD DRIVE

Create a new "My Documents" folder. Inside that folder, create the following folders:

- [year] Session
- Bills
- Chaplain of the Day or Week
- Citations with a subfolder of [year] Graduation Citations
- Committees
- Constituents
- Contacts and Phone Numbers (save and update all the phone lists from the House internal web site)
- Correspondence
- Daily Messages
- Databases
- Deleted E-mails (Outlook will

ask to compact your files after a while; when that happens, be sure to save deleted e-mails in this folder)

- Labels
- [Legislator name] Legislation
- Memos Received
- Newspapers – a listing of all newspapers in your Legislator’s district
- Photos
- Press Releases
- Reference, Forms, Schedules
- Signatures
- Time Sheets
- Training Notes – for you to place any documents from training, classes, etc.
- Travel

Add and/or subtract as necessary; but this list will get you started with the basics.

DECORATING

Make it cozy, comfortable and hospitable for guests. You’ll be here eight hours every day; by all means, make it comfortable for you, too! You may bring a fridge, microwave, etc. Place a coffee jug, water pitcher, cups, stir sticks and coffee supplies on one of your tables. Fill the water pitcher every morning at the sergeant’s station and refill during the day as necessary). The coffee jug can be filled at the sergeant’s station as necessary,



depending on your Legislator’s preferences and number of visitors

expected.

The Oklahoma Arts Council has pictures that they loan to the State Capitol Assistants. You will be notified when pictures are available and then you will be allowed to choose one picture and hang that in your office. This picture is ON LOAN to you and costs you nothing, but you must return it to the Oklahoma Arts Council when you are finished with it. You are allowed to bring in other personalized decorative touches at your expense. Please note that you may not burn candles.

HARD COPY FOLDERS: Monthly

Make file folders and entitle them with the months of the year. These folders will hold upcoming travel, filed invitations or scheduling paperwork. Previous years will serve to document past events, etc.

HARD COPY FOLDERS: Organize

Make file folders with the following titles:

- [Legislator name] Invitations
- [Legislator name] Mail (make copies of all correspondence that comes in, just in case he loses a file and asks if you have one)
- [Legislator name] Pages – in this folder you will put all submitted paperwork for the pages your Legislator will be sponsoring.
- [name of committee] Committee Chairmanship
- [name of committee] for every committee your Legislator serves on.
- Bill [insert number] for every bill your Legislator authors and co-authors
- Constituents
- Faxes Received – make a copy

of every fax received by your office.

- Faxes Sent – all pages, including cover page and confirmation of delivery status
- Legislative Ideas – for notes throughout the year – so they can be referenced when next year’s bill ideas are due.
- Letters Received – make a copy of every letter your office receives. Stamp with a date stamp. You can separate them by month and store for later – but keep them for later reference or proof of receipt.
- Letters Sent – can be saved on your hard drive, rather than hard copy.
- Newspaper Contacts
- Telephone User Instructions

These are the basics; you will add many more files of interest specific to your Legislator.

STILL GOT QUESTIONS?

If you have any questions at all, never hesitate to ask any Legislative Assistant or Executive Assistant. We all remember our first few weeks at work and what it feels like to be “the new kid on the block.”

And if you like the tone of this training or you just don’t know anyone in the building, then by all means, feel very free to contact either one of us:

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thehouseandsenate.com