

# **Arizona House of Representatives**

## **Position Announcement Opening for *Assistant Legislative Research Analyst***

### **Overview**

The Arizona House of Representatives (House) is currently accepting resumés for the position of *Assistant Legislative Research Analyst*. The House Research Staff provides research and related assistance to legislators on a full-time, year-round basis. The staff includes research analysts, assistant research analysts, session-only interns and support staff. The *Assistant Legislative Research Analyst* supports the committee staff during the legislative session.

We offer competitive salaries and benefits. Applicants should send an electronic letter of introduction with a resume to [dclay@azleg.gov](mailto:dclay@azleg.gov). Applications will be reviewed in the order received.

### **Job Description**

The *Assistant Legislative Research Analyst* is usually assigned to multiple standing committees to assist the Legislative Research Analysts and help facilitate the committee process under the supervision of the Research Staff Director and Deputy Director. This person must be organized and independent yet work collaboratively in a team setting on occasion.

### **Specific Duties**

- Serve as support staff to Legislative Research Analysts.
- Review and analyze proposed legislation.
- Draft amendments as directed.
- Testify in committee hearings.
- Track legislation.
- Research issues as requested by the supervisor(s).
- Disseminate information to the public.

### **Minimum Qualifications**

- Possess a bachelor's degree.
- Write clearly and concisely.
- Have excellent research, organization, writing and public speaking skills.
- Display an ability to work both in a team environment and independently.
- Be flexible and adapt to changing priorities.
- Work long hours during the legislative session as necessary.
- Have experience in Microsoft Word, Excel and PowerPoint.

*Preference is given to candidates with experience and knowledge of state/local government and the legislative process.*

**Diana I. Clay**  
**Research Staff Director**  
**Arizona House of Representatives**  
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