Arizona House of Representatives

Position Announcement Opening for

Legislative Research Analyst

Overview

The Arizona House of Representatives (House) Research Staff is currently accepting applications for a ***Legislative Research Analyst*** position. The House Research Staff provides non-partisan research and related assistance to legislators on a full-time, year-round basis. The staff includes research analysts, assistant analysts, session-only interns and support staff. The *Legislative Research Analyst* serves as lead committee staff during the legislative session and supports our elected state representatives.

We offer competitive salaries and benefits. Applicants should send an electronic letter of introduction with a resume to ***dclay@azleg.gov***. Applications will be reviewed in the order received and the position will remain open until filled. Preference is given to candidates with experience and knowledge of state/local government and the legislative process.

Job Description

The *Legislative Research Analyst* is assigned to one or more standing committees to facilitate the committee process and assist House legislators 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

- Review and analyze proposed legislation.
- Draft different types of amendments.
- Testify and answer legislators' questions in committee hearings.
- Track legislation.
- Research issues as requested by legislators.
- Brief legislators on legislation, amendments, reports, issues, and results of research requests.
- Staff interim committees and prepare the associated final reports.
- Disseminate information to the public.
- Supervise assistant analysts and interns.

Minimum Qualifications

- Possess a bachelor's degree.
- Have three years' professional experience. *A graduate degree may substitute for this requirement.*
- Write clearly and concisely.
- Have excellent research, organization, time management, writing and public speaking skills.
- Display an ability to work both in a team environment and independently.
- Be flexible and adaptable to changing priorities.
- Work long hours during the legislative session as necessary.
- Have experience in Microsoft Word, Excel and PowerPoint.

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