

POSITION ANNOUNCEMENT

TITLE: Constituent Services Liaison
SALARY: \$30,000-\$35,000
CLOSING DATE: Friday, August 3, 2007

The Arizona State Senate is recruiting to fill two Constituent Services Liaison positions for the Majority and Minority staffs. The positions assist Senators in responding to constituent concerns and requests. Constituent Liaisons conduct research on current law and pending legislation related to constituent inquires, respond to public inquires regarding current public policy issues, and provide information regarding various programs and services available to the public.

CONSTITUENT LIAISON DUTIES:

Constituent Services Liaison duties include:

CONSTITUENT RELATIONS:

- Interact with constituents on behalf of Senators.
- Analyze constituent concerns and solve problems on behalf of Senators.
- Coordinate with representatives of executive agencies, courts and other intergovernmental organizations to resolve constituent concerns in a timely manner.
- Develop correspondence for Senators' signature and draft speeches, talking points, and other written materials as requested by Senators.

LEGISLATIVE RESEARCH:

- Conduct research on legislation and other issues that concern constituents.
- Provide information regarding pending legislation, issues, and programs.
- Compile legislative newsclippings for daily electronic distribution.

POLICY SUPPORT:

- Maintain general knowledge of a diverse range of legislative priority issues and bills.
- Develop staff training seminars that promote a better understanding of current issues.
- Work closely with Senators' Assistants, Research Staff and other Senate staff to improve and enhance services to elected officials.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience (preferred, but not required).
- Strong written and oral communication, research, and critical analysis skills.
- Excellent organizational skills with an outstanding attention to detail.
- Ability to work well under pressure and the ability to effectively and independently multi-task.
- Computer proficiency and database management a must.
- Knowledge of the Arizona State Legislature preferred.

THIS IS A FULL TIME POSITION WITH THE STATE OF ARIZONA,
WITH VACATION, SICK, HEALTH, VISION AND RETIREMENT BENEFITS.

Interested individuals should submit cover letter and resume to:

Arizona State Senate
Capitol Complex
Senate Building
Phoenix, AZ 85007
Attn: Victor Riches
Email: vriches@azleg.gov