

# **Arizona House of Representatives**

## **Majority Research Staff**

### **Position Announcement: *Assistant Legislative Research Analyst***

The Arizona House of Representatives Research Staff is an in-house research department that provides professional research and related services to members of the House of Representatives on a full-time, year-round basis. The staff includes Committee Analysts, Assistant Analysts, session-only Interns and Support Staff. Assistant Analysts work closely with Committee Analysts to support the activities and work products of committees and Representatives.

#### **Job Description**

The Assistant Analyst is typically assigned to multiple standing committees and serves the members of the House of Representatives under the supervision of the Research Director. Assistant Analyst duties include:

##### ***Committee Support***

- Prepare and update legislative summaries.
- Present information regarding proposed legislation in committee and caucus.
- Track legislation.
- Prepare interim committee final reports and recommendations.

##### ***Legislative Research***

- Research and analyze proposed legislation.
- Draft amendments.
- Provide issue-specific research.
- Provide information on legislation to the public.
- Research and respond to constituent inquiries.

##### ***Additional Duties***

- Support functions of the department as needed, including administrative coverage.
- Participate in staff improvement projects over the interim to improve department systems & practice.
- Complete trainings as determined by the Director and Deputy Director to improve skills.

#### **Qualifications**

- Bachelor's Degree or higher education level.
- Excellent writing, research, organizational, and public speaking skills.
- Display an ability to work both in a team environment and independently.
- Flexibility and adaptability to changing priorities.
- Ability to work long and unpredictable hours during the legislative session.
- Experienced in Microsoft Word, Outlook, Excel and PowerPoint.

**Annual Salary** \$38,500

**Benefits**

The State of Arizona provides an excellent comprehensive benefit package including:

- Top-ranked retirement and long-term disability plans
- Affordable medical, dental, life, and short-term disability insurance plans
- Accrued vacation pay and sick days
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

**Selection Process**

Some positions may take 4 to 6 weeks to fill. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for a special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round interviews.

**Deadline to Apply:** June 8, 2016

**Interested individuals should email a letter of introduction and resume to:**

[housejobs@azleg.gov](mailto:housejobs@azleg.gov)

Subject: Assistant Legislative Research Analyst