

POLICY ADVISOR, DEMOCRATIC STAFF ARIZONA STATE SENATE

A policy advisor researches and analyzes legislation, and offers policy advice and other important assistance to Senators. The ideal candidate is a highly motivated individual wishing to work in a fast paced political and professional environment, and has experience in public affairs, government or a related field.

MINIMUM EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

Bachelor's Degree. Professional experience in government, public affairs or a related field is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Staff legislative committees for the Democratic Caucus.
- Research and analyze legislation assigned to legislative committees, and monitor bills as they proceed through the legislative process.
- Brief Senate Democratic members on legislation, amendments and other items.
- Draft bills and amendments with assistance from legislative drafting attorneys.
- Compile information about the impact of legislation through research and discussion with stake holders and other groups.
- Prepare written summaries of legislation.
- Respond to constituent inquiries.
- Draft talking points on key issues and legislation.
- Assist other staff with community outreach and media relations efforts as needed in your legislative subject areas.
- Perform other duties as assigned or required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Strong written and oral communication skills.
- Skill in handling multiple tasks and working under pressure of deadlines.
- Ability to maintain a professional demeanor during stressful situations, and establish and maintain cooperative working relationships with Senators, staff, government agencies, and the general public.

APPLICATION:

Submit cover letter and resume by November 30, 2018, to Jeff Winkler jwinkler@azleg.gov

Arizona Senate Democratic Caucus
Attn: Jeff Winkler
Chief of Staff
1700 W. Washington Street
Phoenix, Arizona 85007