

Arizona House of Representatives

Legislative Research Staff

Position Opening: *Legislative Research Analyst*

Overview

The Arizona House of Representatives Legislative Research Staff is currently accepting applications for the position of *legislative research analyst*. The House Research Staff provides nonpartisan research and related assistance to legislators on a full-time, year-round basis. The staff includes legislative research analysts, assistant legislative research analysts, session-only interns and support staff. A *legislative research analyst* serves as lead committee staff and provides support to all 60 elected representatives.

We offer competitive salaries and benefits. Applicants should send an electronic cover letter and 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

A *legislative research analyst* is assigned to one or more standing committees to facilitate the committee process and provides bill analysis, statutory and historical research and other research-related services for legislators under the supervision of the Director and Deputy Director of Research. This person must be organized and independent but be capable of working collaboratively in a team setting.

Specific Duties

- Review and analyze proposed legislation.
- Draft amendments.
- Testify and answer legislators' questions in committee hearings and caucus.
- Track legislation.
- Research issues as requested by legislators.
- Brief legislators on proposed legislation, amendments, reports and research requests.
- Staff interim committees and prepare the associated final reports.
- Disseminate information to the public and aid in constituent requests.
- Supervise an assistant legislative research analyst and/or intern.

Minimum Qualifications

- Possess a bachelor's degree.
- 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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