

## **Arizona House of Representatives**

### **Legislative Research Staff**

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

#### **Overview**

The Arizona House of Representatives (House) is currently accepting resumes for the position of ***Assistant 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. An assistant legislative research analyst supports legislative research analysts during the legislative session.

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 interviews will be scheduled once a position opens.

#### **Job Description**

An *assistant legislative research analyst* is typically assigned to multiple standing committees to assist legislative research analysts and help facilitate the committee process under the supervision of the Research Staff Director and Deputy Director. An assistant legislative research analyst must be organized and independent but able to work collaboratively in a team setting.

#### **Specific Duties**

- Serve as support staff to legislative research analysts.
- Review and analyze proposed legislation.
- Draft amendments as directed.
- Testify in committee hearings.
- Track legislation.
- Research issues as requested by supervisor(s).
- Disseminate information to the public and aid in constituent requests.

#### **Minimum Qualifications**

- Possess a bachelor's degree.
- Write clearly and concisely.
- Have excellent research, organization, writing and public speaking skills.
- Display an ability to work both collaboratively and independently.
- Be flexible and adapt to changing priorities.
- Work long hours during the legislative session as necessary.
- Have experience in Microsoft Word, Excel and PowerPoint.

*Preference is given to candidates with experience and knowledge of state/local government and the legislative process.*

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**Research Staff Director**  
**Arizona House of Representatives**  
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