

**Arizona State Senate
Position Announcement Opening for
Legislative Research Assistant Analyst**

Overview

Senate Research Staff is a full-time, nonpartisan staff that provides professional legislative research and analysis services to all members of the Senate. The Senate Research Staff consists of committee staff, which includes research analysts, assistant analysts, research support staff and session-only interns. The Legislative Research Assistant Analyst serves as an assistant to committee staff and provides support to elected state senators.

Applicants should send an electronic letter of introduction with a resume to sjobs@azleg.gov by **August 2, 2019**. 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

The Legislative Research Assistant Analyst is assigned to one or more standing committees to facilitate the committee process and assist state senators under the supervision of the Research Staff Director.

Duties

- Review and analyze proposed legislation.
- Testify and answer questions in committee hearings.
- Track legislation.
- Research issues as requested by legislators and staff.
- Disseminate information to the public.
- Draft summaries of legislative material.

Minimum Qualifications

- Possess a bachelor's degree.
- Have one year of professional experience or a graduate degree in a related field.
- Write clearly and concisely.
- Have excellent research, organization, time management, writing and public speaking skills.
- Work well with a team and independently.
- Work long hours during the legislative session as necessary.
- Have experience with Microsoft Word, Excel, Outlook and PowerPoint.

