

ARIZONA SENATE RESEARCH STAFF

Position Announcement: *Legislative Research Assistant Analyst*

The Arizona State Senate is currently accepting resumes for the position of Research Staff Assistant Analyst. The Senate Research Staff is a non-partisan research department that provides professional research and related services to members of the Arizona Senate on a full-time, year-round basis. The Legislative Research Assistant Analyst serves as an assistant to committee staff during the legislative session and provides support to elected state senators.

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. Assistant Analyst duties include:

- reviewing and analyzing proposed legislation;
- presenting proposed legislation and answering questions in public hearings;
- tracking legislation;
- researching issues as requested by senators and staff;
- disseminating information to the public;
- drafting summaries of legislative material; and
- other duties, as assigned.

Qualifications

- Bachelor's degree.
- Skilled writer with the ability to produce written documents clearly and concisely.
- Excellent research, organization, time management, writing and public speaking skills.
- Ability and willingness to work long hours during the legislative session.
- Experience in Microsoft Word, Outlook, Excel and PowerPoint.
- Preference to individuals with knowledge of the Arizona legislative process.

Benefits

Excellent benefits package includes membership in the Arizona State Retirement System, health insurance and optional deferred compensation and medical reimbursement account.

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

Susie Myers

Human Resources/Comptroller

Arizona State Senate

Subject: Research Staff Administrative Assistant

smyers@azleg.gov