

ARIZONA STATE SENATE



POSITION ANNOUNCEMENT: Democratic Caucus General Counsel and Policy Advisor

JOB DESCRIPTION

The General Counsel provides legal advice to Caucus Leadership, members and staff and also serves as the policy advisor for the Rules, Judiciary and Ethics Committees.

DUTIES:

- Staff legislative committees that consider legislation regarding criminal and civil justice issues and the court system as well as the constitutionality and proper form of all proposed legislation.
- Monitor bills as they proceed through the legislative process.
- Draft bills and amendments (with assistance from legislative drafting attorneys).
- Compile information about the impact of legislation through research and discussion with stakeholders, lobbyists and allied groups.
- Brief members on legislation.
- Prepare written summaries of legislation.
- Respond to constituent inquiries.
- Draft talking points on key issues and legislation.
- Assist other lead staff with community outreach and media relations efforts.
- Advise Caucus Leadership, members and staff on Senate procedure and process issues and strategies.
- Advise Caucus members and staff on legal issues, including financial disclosure, lobbyist regulation, public records requests, Senate rules and procedures, ethics and conflict of interest.

REQUIREMENTS:

- Law degree and membership in the Arizona State Bar.
- Knowledge of and experience with legislative processes and government institutions.
- Strong analytical, research, writing, and oral presentation skills.
- Knowledge of policy issues currently being considered by the Arizona Legislature.
- Professionalism, confidentiality, integrity.
- Ability to succeed in a busy and demanding work environment, juggling multiple projects and deadlines independently.

- Ability to maintain a professional demeanor in establishing and maintaining cooperative working relationships with Senators, staff, government agencies, stakeholders and the general public.

COMPENSATION:

Negotiable depending on qualifications and experience. Benefits package includes health, dental, vision and retirement.

APPLICATION:

Submit cover letter, resume and three references to Dora Ramirez at dramirez@azleg.gov by Friday, November 11th.