

# ARIZONA STATE SENATE



## POSITION ANNOUNCEMENT: Democratic Caucus Policy Advisor

### **JOB DESCRIPTION:**

A policy advisor researches and analyzes legislation, offers policy advice, staffs assigned committees and provides other important assistance to Senators.

### **DUTIES:**

- Staff legislative committees for the Democratic Caucus.
- Research and analyze legislation assigned to legislative committees and monitor bills as they proceed through the legislative process.
- Brief Senate Democratic members on legislation, amendments and other items.
- Draft bills and amendments with assistance from legislative drafting attorneys.
- Compile information about the impact of legislation through research and discussion with stakeholders and other groups.
- Prepare written summaries of legislation.
- Respond to constituent inquiries.
- Draft talking points on key issues and legislation.
- Assist other staff with community outreach and media relations efforts as needed in your legislative subject areas.
- Perform other duties as assigned or required.

### **REQUIREMENTS:**

- Bachelor's degree
- 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](mailto:dramirez@azleg.gov) by Friday, November 11<sup>th</sup>.

There are two open policy advisor positions. Specific committee assignments will be determined based on the qualifications of the applicant and will be determined when an offer is made. Positions are open until filled.