



JOINT TRANSPORTATION COMMITTEE

P.O. Box 40937 · 3309 Capitol Boulevard SE · Olympia, Washington 98504 · (360) 786-7313 · <http://www.leg.wa.gov/jtc>

EXEMPT RECRUITMENT ANNOUNCEMENT

RESEARCH ANALYST II/COUNSEL II HALF-TIME PERMANENT

REPORTS TO: Coordinator, Joint Transportation Committee

LOCATION: Olympia, Washington

AVAILABLE POSITION: The Joint Transportation Committee (JTC) is hiring a permanent Research Analyst or Counsel for an approximately half-time position. It is estimated this position will start April 1, 2011.

JTC is a bipartisan, bicameral legislative committee with membership consisting of the chairs and ranking members of the House and Senate Transportation Committees. The JTC was created in July 2005, to conduct research and studies of transportation issues to make information available to policymakers. Staff of the JTC are non-partisan.

The primary duty of the Research Analyst/Counsel is to provide policy research and analysis in support of the studies and projects authorized by the Legislature. Duties also include participation in the development of Requests for Proposals, managing consultant contracts, supporting study work groups, coordinating study projects, and presentation of oral and written reports. Duties may include drafting legislation.

DESIRABLE QUALIFICATIONS: The ideal candidate for this position has the ability to perform high quality, objective research and analysis in a position requiring high levels of self direction. The person must have excellent analytical, writing, oral presentation and organizational skills and must be pro-active, creative, flexible, and service-oriented. The ideal candidate has a demonstrated ability to deal effectively with the complex, difficult situations that are common in the fast-paced, high pressure legislative environment. Candidates must be willing to work a sometimes irregular schedule. Limited travel is required.

ADDITIONAL DESIRABLE SKILLS:

- Proficiency in Microsoft Office software
- Experience in a legislative or other policy-making setting
- Experience in transportation issues
- Working knowledge of the legislative process
- Dependability and the ability to maintain confidentiality required

EDUCATION: A master's degree in public administration, business, or allied field, or a law degree is desirable.

SALARY: Salary is competitive, and dependent on qualifications.

APPLICATION PROCEDURE:

Qualified individuals should submit the following by 5:00 pm, February 7, 2011:

- Letter of interest addressing the desired qualifications and abilities;
- A current resume detailing experience and education; and
- A list of three references with current telephone numbers.

Send to: Joint Transportation Committee
PO Box 40937
Olympia, WA 98504-0937

ATTN: Sonia Plasencia

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