



WASHINGTON STATE SENATE COMMITTEE SERVICES

JOB OPPORTUNITIES

Two Legal Counsel Positions

The Washington State Senate office of Senate Committee Services is currently recruiting to fill two legal counsel positions. One position will be assigned in whole or in part to the Senate Committee on Early Learning and K-12 Education. The second position will include assignments on one or more of the other Senate policy committees. These are full-time, non-partisan positions, exempt from civil service.

DUTIES AND RESPONSIBILITIES

In supporting committees of the Washington State Senate, staff counsel are required to:

- Conduct thorough legal, policy, and fiscal research and analysis.
- Develop and evaluate policy and budget alternatives for Senators, often making recommendations to accomplish the intended objectives of the Senators.
- Draft and analyze legislation and other legislative documents.
- Present legislation and policy issues to committees of the Senate.
- Monitor and evaluate implementation of legislation by state and local government agencies.
- Respond to inquiries on a wide variety of policy and budget issues related to the committee assignment areas.
- Develop appropriate professional relationships with state agency staff and interest groups.
- Provide other non-partisan staff support to Senators.

DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- ***A Juris Doctorate and membership (active or inactive) in a state bar association is required.***
- Excellent research and communication skills, including: strong analytical skills, clear and concise writing skills, creative problem-solving skills, and effective oral presentation skills.
- Self-motivated and public service-oriented.
- A working knowledge of the legislative process derived from experience working in a legislative or public policy making organization or setting.
- Proficiency in multiple computer software applications, including word-processing software, applications involving spreadsheets and databases, presentation applications, and on-line research.
- A willingness to work long, irregular hours.
- The capability to handle the complex and difficult situations that a fast-paced, results oriented, high pressure legislative environment offers.

SALARY

Competitive salary based on experience and education.

APPLICATION PROCEDURE

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications; (2) a current resume detailing experience and education; and (3) at least three references with current telephone numbers.

Please send to:

Richard Rodger, Director
Senate Committee Services
PO Box 40466
Olympia, Washington 98504-0466

Applications should be submitted by 5:00 PM, November 2, 2012. Interviewing and selection will begin immediately and continue until the positions are filled.

*Electronic applications: send to Cheri Randich at Cheri.Randich@leg.wa.gov
Phone contact: Cheri Randich at (360) 786-7772*

The Washington State Senate is an Equal Opportunity Employer.