



# WASHINGTON STATE SENATE COMMITTEE SERVICES

## JOB OPPORTUNITIES

### *Multiple Legal Counsel and/or Research Analyst Positions*

The Washington State Senate office of Senate Committee Services is currently recruiting to fill three legal counsel and/or research analyst positions. Senate Committee Services assists Senators in developing and evaluating alternatives to achieve their policy objectives. These positions will be assigned to the Senate Committees on Health Care, Law & Justice, or Natural Resources & Parks. These are full-time, non-partisan positions, exempt from civil service.

For more information on Senate Committee Services please visit our website at:  
<http://www.leg.wa.gov/SENATE/COMMITTEES/Pages/default.aspx>

### **DUTIES AND RESPONSIBILITIES**

In supporting committees of the Washington State Senate, legal counsel/research analysts 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**

- **Health Care Committee:** *A law degree or an advanced degree in health care policy or a closely related field is required.*
- **Law & Justice Committee:** *A law degree is required. Significant experience in civil law, civil or criminal justice policy, or as a judicial clerk is preferred.*
- **Natural Resources & Parks Committee:** *Either a master's degree and significant experience in natural resource policy or a law degree and demonstrated interest in natural resources policy 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 p.m. on June 28, 2013. 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](mailto:Cheri.Randich@leg.wa.gov)  
Phone contact: Cheri Randich at (360) 786-7772*