



WASHINGTON STATE SENATE JOB ANNOUNCEMENT

Staff Counsel or Research Analyst Position

Senate Committee Services (SCS) is seeking candidates for a Staff Counsel or Research Analyst position. This is a full-time, nonpartisan position, exempt from civil service. The specific issue-area assignment is to be determined, and may include any of the thirteen policy committees of the Senate.

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:

SCS provides nonpartisan staff support to the members and committees of the Washington State Senate in Olympia, Washington. Duties include:

- Performing legal and policy research and analysis;
- Drafting bills, amendments, and other legislative documents;
- Developing and evaluating policy alternatives to assist Senators in meeting their goals;
- Presenting legislation and other policy matters before committees;
- Monitoring and analyzing implementation efforts by state and local government agencies;
- Responding to inquiries on pertinent policy issues; and
- Developing appropriate professional relationships with Senators, other legislative staff, state agency staff, and interest groups.

EDUCATION:

A law degree, master's degree in public administration, public policy, or a related field is desirable. An undergraduate degree is required.

QUALIFICATIONS:

Desirable qualifications include:

- Knowledge of the legislative process;
- Proven ability to perform high-quality, objective research and analysis in a position requiring high levels of self-direction;
- Excellent analytical, writing, problem solving, and oral communication skills;
- A creative, flexible, and service-oriented approach to work;
- Willingness to work long, irregular hours that are common during a legislative session;
- Capability to handle the complex, difficult situations that are common in the fast-paced, high-pressure legislative environment; and
- Proficiency in multiple computer applications, including word-processing software, presentation applications, and on-line research.

SALARY AND BENEFITS:

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

APPLICATION PROCEDURES:

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications; (2) a current resume detailing experience and education; (3) a writing sample; and (4) at least three professional references with current telephone numbers.

Please send to:

Susan Howson, Director
Senate Committee Services
P.O. Box 40466
Olympia, Washington 98504-0466

Electronic applications may be sent to: Ariel Kennedy at Ariel.Kennedy@leg.wa.gov

Phone contact: Ariel Kennedy at (360) 786-7432.

Applicants are encouraged to submit materials as soon as possible as screening will begin immediately. Applications should be submitted no later than 5:00 p.m. on September 16, 2016.

The Washington State Senate is an equal opportunity employer.