



WASHINGTON STATE SENATE COMMITTEE SERVICES JOB ANNOUNCEMENT

Multiple Legal Counsel and/or Research Analyst Positions

The Washington State Senate office of Senate Committee Services is currently recruiting to fill multiple legal counsel and/or research analyst positions. These positions will be assigned to one or more of the Senate Committees on Agriculture, Water & Rural Economic Development; Financial Institutions, Housing & Insurance; Human Services & Corrections; or Law & Justice. These are full-time, nonpartisan positions, exempt from civil service.

The **Agriculture, Water & Rural Economic Development Committee** considers issues relating to agricultural land; the production, sale, and marketing of agricultural products; food safety; and policies and programs that affect economic development in rural areas of the state.

The **Financial Institutions, Housing and Insurance Committee** considers issues that include, but are not limited to, those relating to financing and insuring properties, including homes and automobiles, mortgage and sub-prime mortgage regulation, and prohibited practices; aspects of pay-day lending; life, property and casualty insurance filings and reporting requirements, regulation of the financial solvency of insurance companies, regulation of the market conduct of insurance companies, insurance claims and insurance fraud; securities; banking and credit unions; private lending; finance; Uniform Commercial Code, secured transactions and installment sales; credit card marketing and technology, consumer credit histories, credit freeze, and credit scoring; community credit needs, small loans, the unbanked, and pawn brokers.

The **Human Services & Corrections Committee** considers issues related to children and families, including foster care, dependency, child protective services, child welfare services, children and adult mental health issues, family reconciliation and family support programs, including Temporary Assistance for Needy Families; issues related to child support, dissolution of marriage, third party custody, law enforcement, community supervision of offenders and the sentencing, civil commitment and registration of sex offenders; and issues associated with certain state facilities and operations including the Department of Corrections, the Department of Social & Health Services (DSHS) Juvenile Rehabilitation Administration, and the DSHS Mental Health Division.

The **Law & Justice Committee** addresses issues in both civil and criminal law. Some of the areas of civil law that are included are probate, corporations, Uniform Commercial Code, trusts and estates, family law, and tort reform. In the arena of criminal law, the committee considers legislation affecting a wide range of subjects including criminal penalties and sentencing, drunk driving, domestic violence, identity theft, and animal cruelty. In addition, the committee considers legislation affecting the courts and law enforcement.

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

Senate Committee Services provides nonpartisan staff support to the members and committees of the Senate in Olympia. Duties include:

- Conducting thorough policy and/or legal research and analysis.
- Drafting and analyzing legislation and other legislative documents.
- Developing and evaluating policy alternatives to assist Senators in meeting their goals.
- Presenting legislation and policy issues to committees of the Senate.
- Monitoring and evaluating implementation of legislation by state and local government agencies.
- Responding to inquiries on a wide variety of policy issues related to the committee assignment areas.
- Developing appropriate professional relationships with state agency staff and interest groups.

DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- *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.*
- *Other Committees: A law degree or an advanced degree in a closely related field is desirable.*
- 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 research and communication skills, including strong analytical skills, clear and concise writing skills, and effective oral presentation skills.
- Self-motivated, creative, flexible, and service-oriented approach to work.
- Proficiency in multiple computer software applications, including word processing software, presentation applications, and online research.
- Willingness to work the long, irregular hours that are common during a legislative session.
- Capability to handle the complex, difficult situations that are common in the fast-paced, results-oriented, high-pressure legislature environment.

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 PROCEDURE

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 demonstrating the applicant's policy and/or legal research and analysis skills; and (4) at least three references with current telephone numbers.

Please send to:

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

Applications should be submitted by 5:00 p.m. on August 29, 2014. 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