



WASHINGTON STATE SENATE COMMITTEE SERVICES JOB ANNOUNCEMENT

Session Counsel Position Senate Commerce & Labor Committee

The Washington State Senate office of Senate Committee Services is currently recruiting to fill a temporary Session Counsel position. This position is nonpartisan and exempt from civil service. While specific assignments are yet to be determined, they may include: professional and construction trades licensing; consumer protection; collective bargaining; employment standards; and labor trafficking. This is a temporary position through April 30, 2015.

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 a full range of nonpartisan staff services to the members and committees of the Senate in Olympia. This includes research, drafting, and administrative support services.

In supporting committees of the Washington State Senate, Staff Counsel are required to:

- Perform thorough legal and/or policy analysis and research on public policy issues;
- Develop and evaluate options to assist Senators in meeting their policy goals;
- Draft bills and amendments;
- Present oral and written staff reports on legislation and other policy matters before the Committee;
- Monitor and evaluate implementation efforts by state and local government agencies;
- Respond to inquiries on a wide variety of policy issues related to the committee assignment areas; and
- Develop appropriate professional relationships with senators, other legislative staff, state agency staff, and interest groups.

DESIRABLE QUALIFICATIONS AND ABILITIES:

- A Juris Doctorate and membership (active or inactive) in a state bar association are required for the Counsel position.
- Working knowledge of legislative process derived from experience working in a legislative or public policy setting.
- Demonstrated research, analytical, and organizational skills.
- Candidates must be proactive, creative, service-oriented, and have excellent writing, problem-solving, and oral presentation skills.
- Proficiency in multiple computer software applications, including word-processing software, presentation applications, and on-line research.
- Candidates must be willing to work long, irregular hours and be capable of handling the complex and difficult situations that a fast-paced, results-oriented, high pressure legislative environment offers.

SALARY:

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

APPLICATION PROCEDURES:

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications for the position; (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 to:

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

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

Applicants are encouraged to submit materials as soon as possible as screening, interviewing, and selection will begin immediately and continue until the position is filled. **Applications should be submitted no later than October 10, 2014.**

The Washington State Senate is an equal opportunity employer.