



Staff Counsel
Washington State Senate Republican Caucus

The Washington State Senate Republican Caucus is seeking a qualified candidate to fill the position of Staff Counsel. This is a permanent, full-time position.

JOB DESCRIPTION:

Conduct thorough legal, policy, and fiscal research and analysis in health and long-term care. Develop and evaluate policy alternatives for Senators. Draft and analyze legislation, memorials, resolutions, and amendments. Respond to inquiries on a wide variety of policy and budget issues.

QUALIFICATIONS:

- A Juris Doctorate, be a **licensed attorney**, and
- Membership/admission in the Washington State Bar or a state bar, is **required**.
- Minimum of 3 years of public policy or related work experience.
- Knowledge of the legislative process.

SKILLS:

- Excellent analytical, writing, problem solving, and oral communication skills
- Proven ability to perform high-quality research and analysis in a position requiring high level of self-direction
- Think strategically, both short-term and long-term
- Capability to handle the complex, difficult situations that are common in the fast-paced, results-oriented, high pressure legislative environment
- Ability to track multiple policy areas successfully

ADDITIONAL REQUIREMENTS:

The Legislature meets annually beginning on the second Monday in January in the Capitol Building in Olympia. Regular legislative sessions take place January through March in even-numbered years and January through April in odd-numbered years. Special legislative sessions occur as needed. Permanent staff work year-round supporting the Senate and its members.

- This position is in-person in Olympia during the legislative session and may require work outside of the normal 8 am – 5 pm workday, including evenings and weekends.
- Must be a Washington State resident or willing to relocate to Washington.

SALARY RANGE & BENEFITS:

The salary for this position is based on relevant experience and qualifications. The full salary range for the position is \$6,446 - \$11,170 per month. A hiring salary will be less than the top of the range, however.

The Senate offers a comprehensive benefits package including medical, dental, life and long-term disability insurance; vacation, sick, military, bereavement, and civil leave; twelve paid holidays per year; a state retirement plan; deferred compensation; healthcare flexible spending account; dependent care assistance; infant at work policy, optional credit unions and savings bonds; and tuition reimbursement.

THE WASHINGTON STATE SENATE is an equal opportunity employer.

TO APPLY: Please submit the following by **Wednesday, June 26, 2024**

1. Resume
2. A letter of interest responding to items in the announcement
3. Three professional references with contact information
4. Recent samples of your writing (two *brief* examples)

Email your resume and supplemental materials to: james.martin@leg.wa.gov