

JOB ANNOUNCEMENT

HOUSE OF REPRESENTATIVES OFFICE OF PROGRAM RESEARCH

COUNSEL

RESEARCH ANALYST



The Washington State House of Representatives' Office of Program Research (OPR) provides nonpartisan legal, policy, and fiscal services for House committees and members. We are currently seeking candidates for three positions:

- Counsel or Research Analyst for [State Government, Elections & Information Technology](#);
- Counsel for [Technology & Economic Development](#); and
- Counsel or Research Analyst for both [Business & Financial Services](#) and [Commerce & Gaming](#).

All of these positions are nonpartisan and exempt from civil service.

ABOUT THE POSITIONS

The duties of Counsels and Research Analysts typically include:

- Conducting legal and/or policy research and analysis.
- Analyzing proposed legislation and/or policy options.
- Drafting bills, amendments, and bill reports.
- Developing and evaluating policy options to assist House members in meeting their goals.
- Presenting and explaining proposed legislation and staff reports to committee members.
- Administering committee agendas and meetings at the direction of committee leadership.

The minimum qualifications are:

- Counsel - Law degree and membership in a state bar association.
- Research Analyst - Master's in public administration or policy, or a related field.

The preferred qualifications for Counsels and Research Analysts also include:

- Knowledge of policy and/or legal issues within the particular committee's jurisdiction.
- Knowledge of the legislative process.
- Proven ability to perform high quality, objective research and analysis with high levels of self-direction.
- Excellent analytical, writing, oral presentation, and organizational skills.

- A proactive, creative, flexible, and service-oriented approach to work.
- A demonstrated ability to deal effectively with the fast-paced, high-pressure legislative environment.
- A willingness to work the long, irregular hours that are common in a legislative session.

ABOUT THE COMMITTEES

State Government, Elections & Information Technology considers issues such as agency rulemaking, procurement standards, IT systems and security, performance audits, and public employment, as well as elections, campaign finance, public disclosure, and ethics in government.

Technology & Economic Development considers issues relating to technology and digital communications, small business assistance, business financing, international trade, and technology-driven jobs, as well as renewable energy standards and energy availability, production, and conservation.

Business & Financial Services considers issues relating to business and professional licensing; issues involving the Office of the Insurance Commissioner and insurance companies; issues involving state banks and credit unions, consumer credit and lending, and securities and investments; and consumer protection issues.

Commerce & Gaming considers issues relating to the regulation of commerce in alcohol, tobacco and cannabis, as well as issues relating to the regulation and oversight of gaming, including tribal compacts.

ABOUT THE OFFICE

Our work involves diverse, challenging, and cutting-edge issues. Our team consists of intellectually curious, creative, collaborative, and dedicated professionals. We share a commitment to public service, teamwork, and excellence.

Our workplace is on the beautiful Capitol Campus in Olympia. The 486-acre campus includes the Legislative Building and other historic structures, as well as popular parks and trails with views of Capitol Lake, Budd Inlet, and the Olympic Mountains.

Olympia itself is a vibrant community with numerous opportunities for outdoor recreation and the visual and performing arts, plus highly regarded public schools, a community college, and two universities. Nearby attractions include mountains for hiking and skiing, coastlines for beachcombing, and Seattle and Portland.

SALARY AND BENEFITS

Salaries are competitive. The specific salary will depend on the successful candidate's qualifications. Benefits include: vacation, sick, and military leave; paid state holidays; health, life, long-term disability, and other optional insurance; social security; and retirement and deferred compensation programs.

HOW TO APPLY

Please complete an [online application](#) and upload a letter of interest, resume, and writing sample of 2-5 pages. The writing sample should demonstrate your research and analysis skills. The application deadline is September 9, 2018. Applicants are encouraged to submit materials as soon as possible. Screening will be continuous. This position is open until filled.

THE HOUSE OF REPRESENTATIVES IS AN EQUAL OPPORTUNITY EMPLOYER

The House of Representatives is committed to maintaining a work environment where all people are treated, and expected to treat others, with dignity and respect. Persons requiring reasonable accommodation may call 360-786-7101 or TTY: 1-800-833-6388.

All qualified applicants are encouraged to apply.