

**JOB ANNOUNCEMENT**  
**Posting Date 08/03/2017**  
**Legislative Research Commission**

Interim Joint Committee on Agriculture

The Legislative Research Commission is accepting applications for the position of **Legislative Committee Analyst** in the Interim Joint Committee on Agriculture. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

**Job Duties:**

- Communicate with committee staff administrator to learn about agency policies and procedures.
- Work with agencies, legislators, and the public.
- Analyze and research issues related to committee's jurisdiction, or other issues as assigned; draft legislation; review proposed regulations; and communicate information, sometimes in a summary or bulleted form, with staff, nonstaff, and legislators as requested.
- Help arrange committee meeting logistics and staff meetings.
- Act as lead staff when requested for interim, session, or task forces.
- Undertake limited travel for committee meetings, meetings with legislators, and other occasions as appropriate.
- Work with other LRC staff on the production of LRC publications.
- Work with other LRC staff on multidisciplinary task forces and research projects.
- Attend training as needed or directed.
- Perform other duties as assigned.

**Minimum Requirements:** A juris doctorate, master's degree, or PhD in public policy or a field related to the committee's jurisdiction. A bachelor's degree with two years of relevant experience may substitute for the required education.

**Desired Skills and Abilities:**

- Analytical and research ability.
- Willingness to assist other committees and research issues not related to committee's jurisdiction.
- Demonstrated ability to understand the legislative process and the bill drafting application.
- Willingness to meet short deadlines.

- Ability to work in a team environment.
- Willingness to work with other agencies, legislators, and the public.
- Basic computer skills with knowledge of Windows operating systems, or demonstrated ability to learn Windows operating systems.
- Ability to understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

The individual selected for this position must have a positive attitude, strong work ethic, and attention to detail; display competence using correct grammar, spelling, and punctuation; exhibit excellent written and verbal communication skills; and be oriented to public service with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim, significant amounts of overtime will be required.

This is a permanent full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

**Application Deadline:** Applications for this position must be submitted by the close of business on August 24, 2017. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position are encouraged to email a cover letter and current résumé to [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

Tim Holbrook  
Assistant Director for Human Resources and Professional Development  
Legislative Research Commission  
702 Capitol Avenue, Capitol Annex, Room 104  
Frankfort, Kentucky 40601

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