

JOB ANNOUNCEMENT
Posting Date 06/26/2018
Legislative Research Commission

Economic Development and Workforce Investment Interim Joint Committee

Tourism, Small Business and Information Technology Interim Joint Committee

The Legislative Research Commission is accepting applications for the position of **Legislative Committee Analyst** in the combined staff for the Economic Development and Workforce Interim Joint Committee and the Tourism, Small Business and Information Technology Interim Joint Committee. 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; and communicate information, sometimes in a summary or bulleted form, with staff, non-staff, 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 Doctor, master's, or Ph.D. in public policy or field related to both of the committees' jurisdiction. A bachelor's with two years of relevant experience may substitute for the required education at the discretion of the hiring supervisor/manager.

Desired Skills and Abilities:

- Excellent oral and written communication skills.
- Analytical and research ability.
- Willingness to assist other committees and research issues not related to committees' 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 Office products, or demonstrated ability to learn Windows Office products.
- 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; a strong work ethic; attention to detail; competence in using correct grammar, spelling, and punctuation; excellent written and verbal communication skills; and a public service orientation 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 July 31, 2018. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to LRCresumes@lrc.ky.gov and list the job title in the email subject line. An application (which may be accessed at www.lrc.ky.gov/lrc/LRCApplication.pdf) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook
Deputy Director/Chief Human Resources Officer
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601

The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin, or disability.