

Closing date: Wednesday, November 25, 2020,
or until position is filled.



Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Legislative Analyst

LOCATION: Missouri House of Representatives
House Research Division
Missouri State Capitol Building
Jefferson City, MO

STARTING SALARY RANGE: Starting salary range for the position begins at \$5,000 per month; however, actual starting salary commensurate with applicable education and experience

DESCRIPTION: The Legislative Analyst is a professional, non-partisan, staff position in the House Research Division and performs policy research and analysis for committees and members of the Missouri House of Representatives. The position is full time and is eligible for Missouri state benefits.

RESPONSIBILITIES: The Legislative Analyst position is responsible for assisting House committees with research and analysis of legislation and topics before the committees; assists House members with research on matters of public policy and the drafting of bills, substitutes and amendments; and summarizes and reviews bills on matters of technical form. The position is also responsible for monitoring legislative activity by attending committee meetings and sessions of the House and monitoring developments in public policy. The position assists other House staff offices, as needed, and performs other duties as assigned.

QUALIFICATIONS: Position requires a law degree with membership in the Missouri Bar. Position also requires a working knowledge of research methods and public policy, a general knowledge of the legislative process, the ability to communicate effectively, establish and maintain effective working relationships, the ability to stay organized. The position also requires the ability to work long hours during the legislative session and meet deadlines as required by the legislative process.

APPLICATION PROCESS: Please send resume, application and letter of interest to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Legislative Analyst. Documents will be accepted until **Wednesday, November 25, 2020, or until the position is filled.** Applicants may also submit documents electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.