



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 65101

STARTING SALARY RANGE: Starting salary begins at \$5,833 per month; however, actual starting salary is commensurate with applicable education and experience.

The salary reflected in the job posting does not represent differentials such as shift, premium pay for certain duties, and time-of-service pay.

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 or an advanced degree in a related field. Licensed attorneys with a membership in the Missouri Bar preferred. Position requires a working knowledge of research methods and public policy, a general knowledge of the legislative process, the ability to communicate effectively and stay organized. Ability to perform duties in a non-partisan manner and comply with direction from the non-partisan chain-of-command. Ability to work in a high pressure, fast-paced environment, adapt to various situations, and prioritize multiple work assignments simultaneously while managing various interruptions and still meeting deadlines as required by the legislative process, and the ability to establish and maintain effective working relationships.

APPLICATION PROCESS: Please send resume, application and letter of interest to MO House of Representatives, Attention: Legislative Analyst, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101. Documents may also be submitted electronically to houseadmin@house.mo.gov or through mocareers.mo.gov. Additional information may be found on the House website at www.house.mo.gov.

EMPLOYMENT RESTRICTIONS: The House prohibits the hiring of any person who at the time of initial hiring is related to any member within the fourth degree by blood or marriage.

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.