

Employment Opportunity:

Legislative Attorney or Legislative Research Analyst

South Dakota Legislative Research Council, Pierre, South Dakota

The Legislative Research Council, which is the nonpartisan research and support staff to the South Dakota State Legislature, is accepting applications for a permanent full-time **Legislative Attorney** or **Legislative Research Analyst**. An applicant must have an interest in the democratic process and be results oriented, honest, discrete, trustworthy, and articulate.

Duties and Responsibilities: A Legislative Attorney or Legislative Research Analyst will assist legislators by providing accurate, objective, and relevant research information. The significant duties include the following:

- 1) Compile data and conduct general and legal research for legislative committees and individual legislators and present alternative solutions for their consideration;
- 2) Draft and edit bills, resolutions, and amendments to implement legislators' ideas;
- 3) Staff interim committees of the Legislative Research Council, consult with committee chairs to develop agendas, assist with meeting arrangements, prepare background materials, and prepare final reports;
- 4) Review administrative rules for form, style, and compliance with statutory authority;
- 5) Research and write issue memoranda on selected topics for review by the Legislature and the public; and
- 6) Help develop prison and jail population cost estimates for legislation impacting prison and jail populations.

A Legislative Attorney will also confer with and advise legislators on legislative legal questions.

Minimum Qualifications: The successful candidate must possess the following:

- 1) For the Legislative Attorney position, a law degree and admission to a state bar. For the Legislative Research Analyst position, a master's degree with course work or experience in research methods or a bachelor's degree in public policy, political science, public or business administration, economics, or a related field;
- 2) Strong research and analytical skills;
- 3) Very strong writing skills;
- 4) A willingness to expand expertise into various subject areas including criminal justice, health care, economic development, taxation, agriculture, and natural resources;
- 5) The ability to communicate, both orally and in writing, in a manner which can clearly and efficiently convey information to legislators and the public;
- 6) Proficiency in word processing and spreadsheet development; and
- 7) The ability to work under tight deadlines and extended hours during the legislative session.

Salary Range: The Legislative Attorney salary will range from \$54,300 to \$81,450 annually, depending on qualifications and experience. The Legislative Research Analyst salary will range from \$50,695 to \$76,043 annually, depending on qualifications and experience. A well-experienced applicant may qualify for the senior pay range, which is approximately 11% higher than the pay ranges shown here.

Application Process: This position will remain open until Monday, May 7, 2018. This position is exempt from the Career Service Act. Any application or resume submitted for consideration will be kept confidential. Applications (consisting of a letter of interest and resume) should be submitted via hard copy or e-mail to:

Jason Hancock, Director
South Dakota Legislative Research Council
500 East Capitol Avenue, Pierre, SD 57501
E-Mail: Legis.Resume@sdlegislature.gov | Phone: 605-773-3251

