

Employment Opportunity:

Legislative Attorney or Legislative Research Analyst

South Dakota Legislative Research Council, Pierre, South Dakota

The Office of Research and Legal Services, a 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, commemorations, and amendments to implement legislators' ideas;
- 3) Staff interim committees of the Legislative Research Council, consult with committee chairs to develop agendas and identify speakers, assist with meeting arrangements, prepare background materials, and prepare final reports;
- 4) Review administrative rules for form, style, and compliance with statutory authority; and
- 5) Research and write issue memoranda on selected topics for review by the Legislature and the general public.

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

Minimum Qualifications: The successful candidate must possess the following:

- 1) For the Legislative Attorney position, a law degree and 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 plus one year of experience in government research; or any equivalent combination of education and experience;
- 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, and economic development issues;
- 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 \$52,100 to \$78,200 annually, depending on qualifications and experience. The Legislative Research Analyst salary will range from \$48,700 to \$73,000 annually, depending on qualifications and experience.

Application Process: This position will remain open until September 16, 2016. 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

