

Legislative Research Analyst or Senior 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 **Research Analyst** or **Senior Research Analyst**. An applicant must have an interest in the democratic process and be results oriented, honest, trustworthy, and articulate.

Duties and Responsibilities: A 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 bills, resolutions, and amendments to implement legislators' ideas;
- 3) Staff interim committees of the Legislative Research Council, consult with committee chairs to develop agenda and identify speakers, assist with meeting arrangements, prepare background materials, and prepare final reports; and
- 4) Research and write issue memoranda on selected topics for review by the Legislature and the general public.

A Senior Research Analyst will have those duties and responsibilities of a research analyst but will work with less supervision and undertake more complex and challenging assignments.

Minimum Qualifications: The successful candidate must possess the following:

- 1) 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. The analyst should have good writing skills;
- 3) A willingness to expand expertise into various subject areas including agriculture; natural resources, energy, environmental matters, economic development, tribal relations, state and local government, public safety, and military and veterans' issues;
- 4) The ability to communicate, both orally and in writing, in a manner which can clearly and efficiently convey information to legislators and the public;
- 5) Proficiency in word processing and spreadsheet development; and
- 6) The ability to work under tight deadlines and extended hours during session.

To be considered for the Senior Research Analyst position, a candidate must have had at least three years of experience in a comparable position.

Salary Range: Senior Research Analyst salary will range from \$46,570 to \$58,221. Research Analyst salary will range from \$35,133 to \$43,897.

Application Process: This position is exempt from the Career Service Act. This position will remain open until June 30, 2014. Any application or resume submitted for consideration for this

position will be kept confidential. Applications (consisting of a letter of interest and resume) should be submitted via hard copy or e-mail to:

Fred Schoenfeld, Interim Director
E-Mail: LegisResume@state.sd.us
South Dakota Legislative Research Council
Posting Date: May 27, 2014

[500 E. Capitol Ave., Pierre, SD 57501](#) | [Phone: 605.773.3251](#) | [FAX: 605.773.4576](#)