

JOB ANNOUNCEMENT

HOUSE OF REPRESENTATIVES OFFICE OF PROGRAM RESEARCH

COUNSEL



The Washington State House of Representatives' Office of Program Research (OPR) provides nonpartisan legal, policy, and fiscal services for House committees and members. We are currently seeking candidates for a staff position as Counsel. This position is nonpartisan and exempt from civil service.

ABOUT THE POSITION

Duties typically include:

- Conducting legal and/or policy research and analysis.
- Analyzing proposed legislation and/or policy options.
- Drafting bills, amendments, and bill reports.
- Developing and evaluating policy options to assist House members in meeting their goals.
- Presenting and explaining proposed legislation and staff reports to committee members.
- Administering committee agendas and meetings at the direction of committee leadership.

QUALIFICATIONS

A law degree and membership in a state bar association are required. Additional desirable qualifications include:

- Knowledge of the legislative process.
- Proven ability to perform high quality, objective research and analysis with high levels of self-direction.
- Excellent research, writing, oral presentation, and organizational skills.
- A proactive, creative, flexible, and service-oriented approach to work.
- A demonstrated ability to deal effectively with the fast-paced, high-pressure legislative environment.
- A willingness to work the long, irregular hours that are common in a legislative session.

ABOUT THE OFFICE

Our work involves diverse, challenging, and cutting-edge issues. Our team consists of intellectually curious, creative, collaborative, and dedicated professionals. We share a commitment to public service, teamwork, and excellence.

Our workplace is on the beautiful Capitol Campus in Olympia. The 486-acre campus includes the Legislative Building and other historic structures, as well as popular parks and trails with views of Capitol Lake, Budd Inlet, and the Olympic Mountains.

Olympia itself is a vibrant community with numerous opportunities for outdoor recreation and the visual and performing arts, plus highly regarded public schools, a community college, and two universities. Nearby attractions include mountains for hiking and skiing, coastlines for beachcombing, and Seattle and Portland.

SALARY AND BENEFITS

Salaries are competitive. The specific salary will depend on the successful candidate's qualifications. Benefits include: vacation, sick, and military leave; paid state holidays; health, life, long-term disability, and other optional insurance; social security; and retirement and deferred compensation programs.

HOW TO APPLY

Please complete an online application and upload a letter of interest, resume, and writing sample of 2-5 pages. The online application is <https://form.jotform.com/202715678393161>. The writing sample should demonstrate your research and analysis skills. The application deadline is October 11, 2020.

Applicants are encouraged to submit materials as soon as possible. Screening will be continuous. This position is open until filled.

THE HOUSE OF REPRESENTATIVES IS AN EQUAL OPPORTUNITY EMPLOYER

The House of Representatives is committed to creating and maintaining a diverse work environment that is free from discrimination and harassment, and where all people are treated, and expected to treat others, with dignity and respect.

Persons requiring reasonable accommodation may call 360-786-7101 or TTY: 1-800-833-6388.

All qualified applicants are encouraged to apply.
