

# OKLAHOMA STATE SENATE

## JOB POSTING

### Legislative Analyst

**Join a team where you can make a difference for our state!**

Do you like the idea of working in a fast-paced environment with an excellent team where you can make a difference for Oklahoma? Are you a detail-minded person who has strong writing, verbal communication, and technology skills? Do you enjoy problem solving and issue analysis?

Then consider joining the Oklahoma Senate Committee Staff as a Legislative Analyst. In this role, you will be part of a non-partisan staff that will help craft and navigate legislation throughout the legislative process. The right person will have strong research and writing skills who will work with elected officials to draft substantive legislation to be considered by the Legislature. The Senate team is comprised of professionals dedicated to improving Oklahoma.

If this sounds like the type of challenge that interests you, please email your resume to:

[hrrsenate@oksenate.gov](mailto:hrrsenate@oksenate.gov)

OR mail or deliver to: Oklahoma State Senate, HR/Personnel Services, 2300 North Lincoln Blvd., Ste 309.1C, Oklahoma City, OK 73105-4808.

#### **A few more details about the job:**

Responsibilities of the Legislative Analyst include:

- Conduct research and policy analysis on assigned subject matter and provide written summaries and background materials for legislative matters. Evaluate possible impact of legislation and legislative issues;
- Collaborate with bill authors and other stakeholders to draft legislation;
- Attend and assist the assigned standing committee. Assist the committee chair by formulating a committee agenda, conducting committee meetings, and interim studies;
- Monitor and evaluate actions, programs, rules and regulations of agencies, boards, and commissions for the committee assignment charged with legislative oversight;
- Other tasks and special projects may be assigned on an as-needed basis.

Experience, knowledge, and skills for the ideal candidate:

- Knowledge of research methodology and analytical techniques;
- Strong mastery of mechanics and usage of grammar, composition, and vocabulary;
- A team player who is not afraid of hard work and the ability to work under pressure of deadlines. The candidate should be able to work flexible, sometimes long hours during the legislative session;
- Good communicator who enjoys working with others in a collaborative setting;
- Bachelor's degree. Advanced degree with experience in legislative work or relevant experience is preferred.

#### **Salary:**

Commensurate with relative work experience, skills, and knowledge, plus an **excellent** state employee benefits package.

Open: 10/14/2024  
Close: 10/28/2024