

## Legislative Research Analyst with the Iowa Senate Democratic Research Staff

Applications are being taken for the position of Legislative Research Analyst with the Iowa Senate Democratic Research Staff. Review of applicant materials, which should include a resume, cover letter, and writing sample, will begin at 9 a.m. on Tuesday, September 27, 2022. Application materials should be submitted via the Iowa General Assembly's website: <https://www.legis.iowa.gov/careers>

Full-time employment. Competitive Benefits. Minimum annual salary is \$48,984. This position reports to the Director of the Iowa Senate Democratic Research Staff.

**Closing of post:** until position is filled

**JOB DESCRIPTION:** The Legislative Research Analyst provides policy analysis for the Democratic Senators. The job requires excellent oral and written communication skills to effectively communicate with the Senators on the implications of proposed legislation. The job requires timely, accurate, and compassionate communication with constituents. Must have strong interpersonal skills to work with other legislative staff, executive branch, lobbyists, and elected officials.

### Qualifications:

- Bachelor's degree is required.
- Experience in a political or government setting.
- Excellent oral and written communication skills.
- Knowledge and understanding of government operations, public policy, and politics.
- Knowledge of Microsoft Office, Excel, Access, and PowerPoint.
- Dedicated team player.
- Ensures confidentiality of sensitive information at all times.
- Strong interpersonal skills, able to maintain composure and remain adaptable in high-pressure and fast-paced work environments under strict deadlines.
- Ability, availability, and willingness to work additional and/or unconventional hours as demanded by the workload.
- Strong project management and problem-solving skills, along with the ability to analyze a wide variety of data.
- Must have a keen attention to detail.

### JOB DUTIES AND RESPONSIBILITIES (*list is not all-inclusive*):

1. Research and analyze complex legislation.
2. Attends subcommittee and committee meetings during the legislative session.
3. Assists Senators with constituent service related to legislative committee assignments. Provides a compassionate, accurate and timely response to Senators and constituents.
4. Ensures confidentiality of sensitive information at all times.
5. Ability, availability, and willingness to work additional and/or unconventional hours as demanded by the workload.
6. Other duties, responsibilities, and activities as assigned.

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