

DEMOCRATIC RESEARCH STAFF
IOWA HOUSE OF REPRESENTATIVES

NOTICE OF VACANCY

Effective immediately, applications are being taken by the House Democratic Research Staff for the position of Legislative Research Analyst. Applicants should send a resume, cover letter, and writing sample to the Director, House Democratic Research Staff, State Capitol, Des Moines, Iowa 50319, online at <https://www.legis.iowa.gov/careers>. Priority consideration will be given to applications received by February 2, 2018.

LEGISLATIVE RESEARCH ANALYST

Minimum requirements: B.A. Degree. Legislative and political experience desirable. Ability to analyze public policy, laws, rules, and proposed legislation. Excellent written and oral communication skills are necessary. Must be able to research, develop background information, and summarize under deadline pressure. Must be able to incorporate fiscal information into the analysis. Must be able to work with legislators, staff, lobby, and state agency personnel to gather information on policy proposals. Must be able to work with budget subcommittees, utilize and prepare spreadsheets, and understand budget materials. Must be able to use a computer and be proficient with the use of Word and Excel. Overtime work is required.

Salary commensurate with experience. Beginning biweekly salary is \$1,720; Grade 27, Step 1. (Salary range \$44,740 - \$106,766.)

Please include a cover letter, resume, and writing sample. Please apply at the following link:

<https://www.legis.iowa.gov/careers>

Applications close at 4:30 p.m. on February 2, 2018.