

NOW HIRING

Legislative Analyst

Office of Illinois House Minority Leader
Research and Appropriations Team

WE ARE HIRING FOR OUR RESEARCH AND APPROPRIATIONS TEAM

The Office of the Illinois House Minority Leader is seeking professionals to fill analyst positions in the Research and Appropriations unit of the Office

LOCATION:

Springfield, Illinois

SALARY:

\$45,000 minimum, salary based on experience

FOR FURTHER INFORMATION OR TO APPLY

Interested applicants can **upload** their resume and cover letter or email them to:

Melissa Thomas
HR Director
Office of Illinois House
Minority Leader
217-782-2041
mthomas@hrs.ilga.gov
HRSCareers.com

Below is an abbreviated list of responsibilities as well as requirements for the position. The complete list can be found on our website at HRSCareers.com.

RESPONSIBILITIES:

- Working with legislators to research policy propositions and draft legislative proposals into bill form
- Tracking legislation throughout the legislative process, including running queries and reports
- Using a standardized template to analyze legislation and state agency budget proposals in your assigned policy/issue area
- Work closely with State Agency Liaisons and Lobbyists for feedback and positions on legislation
- Staffing House Committees, which consists of preparing legislators for committee and monitoring parliamentary procedure
- Providing policy support to legislators during debate on the House Floor
- Work with legislators and district offices to address constituent questions and concerns

REQUIREMENTS:

- Bachelor's degree from an accredited institution of higher education
- Excellent reading comprehension skill and ability to distill complex policy and budget proposals into brief summaries
- Self-sufficiency and strong organizational skills with the ability to multi-task