

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](mailto:mthomas@hrs.ilga.gov)  
[HRSCareers.com](http://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](http://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

### EDUCATION:

- A bachelor's degree from an accredited institution of higher education is preferred but is not required
- 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