



## Research Specialist (3 long-term temporary positions through 8/31/2025 with consideration for regular employment thereafter)

POSTING NUMBER **24010**

|                     |  |                      |                          |
|---------------------|--|----------------------|--------------------------|
| DATE POSTED         | <b>March 27, 2024</b>  | APPLICATION DEADLINE | <b>Open until filled</b> |
| DEPARTMENT          | Research/Policy Research & Bill Analysis   |                      |                          |
| SALARY AND BENEFITS | <p>\$4,584.00 per month. The council provides a strong benefits package, including health, vision, and dental insurance, telecommuting opportunities, and the State of Texas retirement plan, as well as compensatory time and paid vacation, sick leave, and state and federal holidays. For more information on the council's benefits package, click <a href="#">here</a>.</p> <p>Additionally, the council is located in the Robert E. Johnson Building, which includes free on-site covered parking and access to a bike cage, fitness facilities, exercise classes, and on-site showers. The University of Texas Capitol Complex Child Development Center is conveniently located next door in the Barbara Jordan Building.</p>  |                      |                          |
| DESCRIPTION         | <p>The Texas Legislative Council is an independent nonpartisan legislative support agency that serves as a source of impartial research and information. The research specialist position is a long-term temporary position through 8/31/2025, with consideration for regular employment thereafter. Duties include gathering, synthesizing, and analyzing information to provide high-quality and unbiased information to state legislators and legislative staff. Assignments are directed and reviewed by senior research staff, but are generally performed independently. Research specialists receive comprehensive training on the use of research resources and methods, writing for a legislative audience, and analyzing legislation and are provided opportunities for professional development through external training, workshops, and conferences. The council has a telecommuting policy that allows for a hybrid work schedule.</p> |                      |                          |
| RESPONSIBILITIES    | <p>Primary responsibilities for this position include:</p> <ul style="list-style-type: none"><li>• Conducts policy issue research, prepares findings, and drafts research memoranda.</li></ul>   |                      |                          |

- Communicates with legislative staff to complete research requests and delivers findings to support public policy development and bill drafting.
- Prepares or contributes to the preparation of publications and websites.
- Drafts and reviews analyses of proposed legislation for house committees.
- Drafts and reviews senate and house amendment analyses.
- Undertakes activities to increase knowledge and understanding of assigned subject areas, including by monitoring legislation and legislative activity.
- Performs other duties as assigned.

## QUALIFICATIONS

Minimum qualifications for this position include:

- Bachelor's degree from an accredited four-year college or university.
- Strong communication and interpersonal skills, including excellent written and oral communication skills and an ability to collaborate with team members, agency staff, and legislative staff.
- Skill in planning and conducting research projects within time limits.
- Working knowledge of legislative research resources and methods.
- Working knowledge of the legislative process and the structure and functions of state government.
- Skill in the use of word processing and other relevant software applications.
- Ability to work under deadline pressure and adapt to a change of pace in workload.
- Ability to work overtime and irregular hours as required, including evenings, weekends, and holidays.

Preferred qualifications include:

- Graduate degree or relevant professional experience, which may include experience working through a legislative session.
- In-depth understanding of a specific policy area.

## TO APPLY

To be considered, an applicant must submit a cover letter that explains the applicant's interest in the position and the reasons the applicant believes they meet the qualifications stated above and a completed State of Texas Application for Employment (available on the council's website:

<https://tlc.texas.gov/employment>). Note: An applicant may include a completed electronic State of Texas Application for Employment without signing it. The applicant's signature may be provided at a later date.

An applicant must submit the cover letter and State of Texas Application for Employment to Alana Hays by:

### Email

[TLCCareers@tlc.texas.gov](mailto:TLCCareers@tlc.texas.gov) (preferred method)

### Fax

(512) 936-1064

**Mail**

Human Resources Office  
Texas Legislative Council  
P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128

**As a condition of employment, legal proof of authorization to work in the U.S. must be provided.**

**Requests for accommodation and/or services in the application process should be made to the above-cited contact.**