



Legislative Analyst (7 sessional positions through 8/31/2025)

POSTING NUMBER **24015**

DATE POSTED **June 7, 2024** APPLICATION DEADLINE **June 21, 2024**

DEPARTMENT Research/Policy Research & Bill Analysis

SALARY AND BENEFITS \$3,700.00 per month, with additional consideration for relevant experience. 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 [here](#).

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.

DESCRIPTION The Texas Legislative Council is an independent nonpartisan legislative support agency that serves as a source of impartial research and information. The legislative analyst position is a sessional position beginning 9/1/2024 through 8/31/2025, with consideration for regular employment thereafter. Duties include analyzing legislation, drafting legislative analyses, including bill analyses and senate and house amendment analyses, as well as performing statutory research. Assignments are directed and reviewed by a senior research staff, but are generally performed independently. Legislative analysts receive comprehensive training on the legislative process, analyzing statutes and legislation, and drafting legislative analyses. The council has a telecommuting policy that allows for a hybrid work schedule.

RESPONSIBILITIES Primary responsibilities for this position include:

- Drafting analyses of proposed legislation for house committees.
- Drafting senate and house amendment analyses.

- Undertaking activities to increase knowledge and understanding of assigned policy subject areas, including by monitoring legislation and legislative activity and conducting statutory research.
- Preparing or contributing to the preparation of publications and websites.
- Performing 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.
- 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 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, as well as 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 (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.