

Vacancy Announcement

North Carolina General Assembly
Legislative Services Office
George R. Hall, Legislative Services Officer



February 9, 2012

*Vacancy Number: 1099-030314

Hiring Range: \$51,291 to \$87,827

Closing Date: March 2, 2012 at 5:00 p.m.

Positions: Legislative Analyst

Working Title: Staff Attorney

Division: Research

*Vacancy number must be included on the application.

Interested applicants may obtain a [General Assembly Application](#) by requesting one from the address at the end of this announcement, by calling (919) 715-1210, or by visiting our web site at <http://www.ncleg.net/NCGAInfo/Directories/Jobs.html>.

GENERAL DUTIES: A Legislative Analyst, under general supervision:

- Performs legal and policy research and analysis; gathers and analyzes information; writes reports, memos, and papers; and drafts legislation for legislative committees and individual legislators.
- Coordinates the operations of a committee, interim committee, or commission with committee chairs.
- Develops work priorities, methods, and assignments at the request of or in consultation with legislators, supervisors, or other staff and then works independently to complete tasks.
- Develops a specialized base of knowledge in one or more of the following areas: **Energy or Public Utilities**.

EXAMPLES OF DUTIES:

- Staffs standing legislative and interim committees, consults with chairs to develop agendas and identify speakers, assists with meeting arrangements, and prepares background materials.
- Compiles data and conducts legal or general research for legislative committees and individual legislators.
- Drafts proposed legislation.
- Meets with interest groups and government agencies on behalf of committees and individual legislators.
- Summarizes and analyzes detailed documents, legislation, periodicals, and other written material.
- Maintains research files and study records.
- Makes presentations to committees.
- Reviews committee minutes.
- Writes issue memoranda, briefing papers, contracts, and other documents on selected topics.
- Submits material requested by committees or legislators to them for approval.
- Submits work product to the office director or designee for review of content, style, form, accuracy, objectivity, and consistency.
- Functions as a member of one or more teams.
- Performs other duties as directed.

MINIMUM QUALIFICATIONS:

- A law degree and admission to the North Carolina Bar is required.
- To be considered, candidates must have experience or a demonstrated interest in **Energy or Public Utilities**.
- Relevant public policy or legal experience is preferred.
- Science-related education or experience is preferred, but not required.
- Practical knowledge of the principles, techniques, and procedures of public policy research and analysis.
- Practical knowledge of federal, state, and local government organization and functions.

(See page two for information on how to apply for this position.)

- Ability to perform both under general supervision and independently.
 - Willingness to follow office procedures and norms.
 - Ability to draft legal and legislative documents.
 - Ability to understand and interpret constitutional provisions, statutes, administrative regulations, and legal opinions.
 - Ability to analyze facts, evidence, and legal instruments.
 - Ability to present information clearly and concisely, both orally and in writing.
 - Ability to function as a conscientious employee with a strong work ethic who pays attention to work product and process details.
 - Willingness and ability to work extra and unpredictable hours as needed.
 - Ability to maintain composure and work cooperatively under pressure with legislators, legislative staff, and the public on a daily basis.
 - Ability to work objectively and impartially with members of all political parties and on all policy issues.
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APPLICATION PROCESS: A cover letter, resume, official undergraduate transcript, official law school transcript, official transcript for any other degree listed on your application, signed General Assembly application, and a list of three academic or professional references and three personal references including name, address, telephone number and relationship to the applicant must be received in the NC General Assembly Personnel Office by 5:00 p.m. on Friday March 2, 2012.

Persons who submitted an application package for General Assembly Vacancy Number 1099-030314, posted November 16, 2011, are automatically eligible for consideration for this vacancy, and do not need to submit an additional application package.

Submit all items to:

**Personnel Office
North Carolina General Assembly
Room 5 Legislative Building
16 West Jones Street
Raleigh, NC 27603**

For information about the position: Contact Giles S. Perry or Jeff Hudson, Staff Attorneys, Research Division (919) 733-2578.

For your convenience, a General Assembly Application is available on our website at <http://www.ncleg.net/NCGAInfo/directories/jobs.html>.
