



Michael E. Christensen
Director

John L. Fellows
General Counsel

Opening for **Policy Analyst**

Utah Legislature
Office of Legislative Research and General Counsel

Deadline for Applications: August 19, 2016

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a full-time policy analyst. Applications will be accepted through August 19, 2016. Salary is competitive; health insurance, life insurance, and retirement benefits are also provided.

Candidates must have a master's degree in public administration, public policy, economics, political science, or another relevant discipline.

Responsibilities include: staffing legislative committees; performing research on public policy issues; conducting public policy analysis; preparing and presenting information on public policy issues; drafting legislation; and providing general staff support to legislators and legislative committees.

Necessary qualifications include: excellent research and writing skills; excellent organizational and analytical skills; the ability to work independently and within a team; and the ability to work with a variety of people.

Interested applicants should send a cover letter and resume by email, postal mail, or in person no later than 5:00 p.m., August 19, 2016, to:

Jerry D. Howe, Managing Policy Analyst
c/o Denise Udy
Office of Legislative Research and General Counsel
Utah State Capitol Complex
W210 House Building
Salt Lake City, Utah 84114
deniseudy@le.utah.gov

The Office of Legislative Research and General Counsel participates in E-Verify.

Veteran's Preference (Utah Code Ann. 71-10-1, et. seq.)

An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.

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