Office of Legislative Services

Notice of Vacancy

Title: Assistant Research Analyst or Deputy Counsel

Location: Office of Legislative Services, Central Management Unit
State House Annex, West State Street, Trenton, New Jersey

Salary: $46,402.43 per year ($47,330.48 after six months)

Description: After an initial period of instruction to obtain a working knowledge of legislative operations and procedures, OLS policies, manuals and procedures for providing legislative services, and under the direct supervision of a section chief or higher-titled staff, provides professional services for legislators, legislative staff, and legislative committees and commissions. Conducts research and provides analysis on issues and policy matters of legislative concern. Drafts, reviews and analyzes legislation. Provides research, drafting and administrative support to legislative committees and commissions. Communicates with legislators, legislative staff, and superiors, both in private and in a public setting, and with State and local officials and public and private representatives. Deputy Counsels may also conduct legal research and write legal opinions.

Requirements

Education: -Assistant Research Analyst: a graduate degree
-Deputy Counsel: Graduation from a law school accredited by the American Bar Association and admission to the New Jersey Bar

Experience: This is an entry-level position.

Residency: Pursuant to N.J.S.A. 52:14-7, also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Office of Legislative Services on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Office of Legislative Services or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

Closing date for accepting resumes: March 13, 2013

Resumes and three writing samples* should be forwarded to:

Eugene E. Howard, Jr., Director of Human Resources
Office of Legislative Services
Human Resources Office
PO Box 068
Trenton, NJ 08625

*Writing samples should be the applicant’s own work (not have been co-written, edited or proofed by others) and should demonstrate the ability to research and express complex matters clearly.

Posted: February 20, 2013

The Office of Legislative Services is an Equal Opportunity Employer