

## LRB RESEARCH POSITION

Organization: Legislative Reference Bureau - Research Division  
Address: Hawaii State Capitol, Room 446  
Honolulu, Hawaii 96813  
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### Position Description:

The Legislative Reference Bureau is a non-partisan legislative service agency that provides a wide variety of services to Hawaii legislators, legislative committees, and in some cases, other government agencies and members of the public. The Research Division assists the Legislature in its deliberations by conducting comprehensive research and compiling findings in memoranda and reports, providing consultative services, and drafting legislative documents, including bills, resolutions, and committee reports.

Attorneys and professional staff in the Research Division work in many different areas of law and public and fiscal policy, including state and county governmental operations and structure, criminal law and procedure, education, environmental protection, health and human services, insurance, labor, land use, and taxation.

### Preferred Qualifications:

Candidates should possess exceptional research, analytical, and legal and report writing skills, with the ability to convey complicated and technical subjects to a non-legal reader. Candidates should also be familiar with policy development and have a basic understanding of the organization of Hawaii state and county government. Candidates should possess exceptional interpersonal communication skills and be computer literate. Critical thinking, self-motivation, discretion, and punctuality are essential to success in this position. Candidates should be able to maintain objectivity in their work and remain free from influence or bias. Because the Bureau's work involves a wide range of issues, we welcome applications from candidates who have broad areas of interest. A law degree or an advanced degree is required, preferably with a focus on public policy, economics, or government finance.

During legislative session (January - May), staff must be available to work an unpredictable flexible schedule, including evenings, some weekends, and some state and federal holidays.

### Salary Range:

This job is a full-time, permanent position. Salary range is \$62,000 to \$72,000 per year. State employment benefits package includes vacation, sick leave, and health and retirement benefits.

### Applications:

Interested applicants should respond with a letter of inquiry, resume, and writing sample to [lrbresearch@capitol.hawaii.gov](mailto:lrbresearch@capitol.hawaii.gov) no later than July 17, 2023. Selected applicants will also be asked to complete a brief, timed writing exercise evaluation.