

ASSISTANT LEGISLATIVE RESEARCHER
LEGISLATIVE REFERENCE BUREAU SYSTEMS OFFICE
FULL-TIME TEMPORARY POSITIONS
(As soon as possible to early May 2023)

Salary: \$3,200.00 per month (gross salary) plus medical benefits

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 limited cases, other government agencies and members of the public.

The Assistant Legislative Researchers provide information about the legislature, the legislative process, the measures considered by the Legislature, and the Hawaii Revised Statutes. We create and maintain bill status databases and utilize the databases to provide research and create reports. While both the Bill Summary Specialist and Bill Status/Information Specialist are Assistant Legislative Researchers, their duties are distinct and are listed below.

Bill Summary Specialist Duties:

- drafts descriptions from legislative measures and assigns keywords;
- inputs and retrieves legislative information quickly and efficiently;
- tracks legislative measures; and
- proofreads and formats documents.

Bill Status/Information Specialist Duties:

- staffs an information desk;
- retrieves legislative information quickly and efficiently;
- monitors the legislative session attentively and notes legislative actions;
- inputs data with speed and accuracy;
- verifies data effectively; and
- creates customized bill status reports

MINIMUM QUALIFICATION REQUIREMENTS

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

- COVID-19 vaccination & booster(s) required;
- Available to work seven days a week;
- Reliable and punctual;
- Possess a professional attitude and appearance;
- Proficient PC experience (Windows, database software, and online productivity tools);
- Type 45-55 wpm accurately;
- Quickly grasp concepts;
- Works well under pressure;
- Able to maintain confidentiality;
- Able to prioritize and multi-task;
- Possess effective verbal and written communication skills;
- Able to follow instructions and procedures while paying attention to accuracy and details;
- Self-motivated to complete time-sensitive requests in a professional and timely manner;
- Work effectively with others as part of a team;
- Knowledge of the legislature and the legislative process desired;
- Experience with office equipment (business phones, fax machines, printers);
- High school degree or equivalent required; College degree desired.

OTHER INFORMATION

Training provided.

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may

be discharged from your employment at the prerogative of your department head or designee at any time.

To apply:

Please indicate if you are applying for the Bill Summary Specialist or Bill Status/Information Specialist position or both on your cover letter and email resume with three references to:

lrbill1@capitol.hawaii.gov

Direct all inquiries regarding this position to:

Session Staff Supervisor at (808) 587-0700, Monday - Friday, 7:45 a.m. to 4:30 p.m. (HST)