

**LEGISLATIVE REFERENCE BUREAU
RESEARCH DIVISION
(Research Attorney / Researcher)**

Organization: Legislative Reference Bureau - Research Division
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About Us:

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.

Position Summary:

The LRB Research Division is seeking a qualified Research Attorney / Researcher to help provide high-quality legal and policy research and other support services to the Legislature. The Research Attorney / Researcher will prepare bill drafts and other legislative documents, committee reports, research memoranda, legislative studies, and other research assignments as needed. The position requires interaction with members of the legislative chambers, legislative staff, other government agency staff, and members of the public.

Reports to:

LRB Director, First Assistant Director

Essential Duties:

- (1) Preparing legal and policy research and drafting bills, resolutions, and other legislative documents, committee reports, and research memoranda;
- (2) Meeting with members of the legislature or other government officials, as needed, to respond to legislative requests for research or information;
- (3) Tracking bills through the legislative process, including viewing legislative committee hearings and floor sessions, as needed;
- (4) In teams or alone, researching and writing legislative research reports or studies;

- (5) Participating on legislative working groups to prepare research and write working group reports to the legislature, as needed;
- (6) Maintaining confidentiality of information relating to legislative interactions and work product;
- (7) Assisting staff from the Revision of Statutes Division with proofreading drafts of the Hawaii Revised Statutes and Session Laws of Hawaii, as needed;
- (8) Being available during legislative sessions, including regular sessions (January - May) and any special sessions, to work on a sometimes unpredictable and flexible schedule that may require working some evenings, weekends, or state holidays; and
- (9) Preparing other assignments as directed by the LRB Director or First Assistant Director, or their designee.

Required Qualifications:

A successful candidate for this position must:

- (1) Possess exceptional writing abilities and be skilled at communicating complicated, detailed, and technical subjects to a wide variety of audiences, including non-legal readers;
- (2) Possess exceptional research and analytical skills, including the ability to use library resources, government databases, legal databases, case law, statute compilations, and other resources to identify relevant information;
- (3) Be familiar with policy development and have a basic understanding of the organization of Hawaii state and county government;
- (4) Possess exceptional interpersonal communication skills and be capable of working on teams and interacting professionally with legislative members, staff, and other government officials;
- (5) Be detail-oriented and capable of critical thinking, self-motivation, and discretion;
- (6) Be comfortable with having their written work product reviewed and edited - often heavily - by other LRB staff;
- (7) Be able to prepare high quality work under stressful and time-sensitive circumstances;
- (8) Maintain confidentiality of legislative interactions and work product, and maintain objectivity in their work and remain free from influence or bias;
- (9) Be capable of working in teams in a vibrant office environment;

- (10) Have experience and proficiency using Microsoft Word, and other common office software applications; and
- (11) Be reliable, punctual, responsible, and available to work an unpredictable and flexible schedule, including some evenings and weekends, and some state and federal holidays.

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. Familiarity with the Hawaii state legislative process is preferred.

Compensation and Benefits Include:

- Salary commensurate with experience; range \$62,000 to \$72,000 per year.
- Annual paid vacation and sick leave.
- Thirteen (13) paid holidays each year.
- Hawaii EUTF medical insurance benefits.
- Hawaii Employees' Retirement System retirement benefits.
- Opportunities for professional development and training.
- Supportive, mission-driven work environment where your skills directly support the legislative process.

While this position is considered to be for a full-time, permanent employee, the position is exempt from the civil service and considered "at will" in nature. Therefore, if you are appointed to the position, you may be discharged from your employment at the prerogative of your department head or designee at any time for cause, which includes failure to meet performance or other standards and/or lack of funding for the position.

How to Apply:

Interested applicants should respond with a letter of inquiry, resume, writing sample, and 3 references to lrbresearch@capitol.hawaii.gov. Selected applicants will also be asked to complete a brief, timed writing exercise evaluation. Applications will be reviewed on a rolling basis until the position is filled.