

# Comptroller of the Treasury

## Associate Legislative Research Analyst 1

This position is with the Offices of Research and Education Accountability (OREA), under the direction of the Comptroller of the Treasury. OREA produces reports for the General Assembly on education policy issues (prekindergarten through postsecondary) and on other policy issues related to state and local government.

**Examples of Responsibilities.** The analyst will: work individually and in a team environment to analyze complex issues in a variety of topic areas; collect and analyze data; conduct interviews; develop and administer surveys and compile survey results; produce detailed reports including text, graphs, tables, and exhibits; respond to requests for information from legislators, the Comptroller of the Treasury, and other officials; monitor legislative committees; analyze the fiscal impact of legislation; and develop and maintain expertise in selected policy issue areas.

**Minimum Qualifications.** Education and Experience: Graduation from an accredited college or university with a Master's degree in a field requiring knowledge of research methodology, or a bachelor's degree with at least one year of relevant research experience. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

**Knowledge and Ability.** The candidate should possess the ability to produce publication-quality written text. The candidate should also possess: a basic knowledge of the function and structure of state and local governments, of the legislative process, and of general research methodology; the ability to deal tactfully and professionally with the public, co-workers, and members of the General Assembly; the ability to express ideas and present information clearly and concisely; and organizational skills to maintain documentation of activities. Knowledge of statistical methods and the ability to use spreadsheets for analysis are desirable.

**Policy of Non-Discrimination.** The Comptroller's Office is an equal employment opportunity employer and does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, service or activities. To assist the office in its efforts to meet diversity goals, minorities are encouraged to apply.

**To Apply.** Send resume, writing sample, undergraduate and graduate transcripts, and names and contact information of at least three references to:

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