

Connecticut General Assembly
JOB OPPORTUNITY
Director of Legislative Research
Office of Legislative Research

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford
Hours: Full-Time
Salary: \$134,745
Closing Date: September 13, 2013

General Knowledge:

The Connecticut General Assembly is seeking candidates for the position of Director of the Office of Legislative Research. The successful candidate will lead a nonpartisan, professional staff of approximately 25 that provides support to legislative committees and research services to individual legislators by researching and writing reports, preparing bill analyses and public act summaries, and assisting in the development of legislation.

Preferred Skills and Ability:

Must have proven administrative and supervisory experience. Must have superior knowledge of research principles and a demonstrated commitment to the highest quality of professional research and writing standards and techniques. Must possess excellent management, leadership, interpersonal, communication, presentation, analytical and problem solving skills. Ability to function in a fast paced environment. Must have a commitment to customer service and teamwork.

Special Knowledge:

Knowledge of state government and legislative operations preferred. Requires an advanced degree plus 10 years of relevant experience. Starting salary at least \$134,745 depending on experience, with excellent fringe benefits..

Application Instructions:

Please send a cover letter and resume indicating salary history by September 13, 2013 to:

OLR Director Search Committee
Office of Legislative Management
Room 5100
Legislative Office Building
Hartford, CT 06106

We are an Equal Opportunity Employer

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.