

**Location**

Austin, TX

**Organization**

Office of State Senator Kelly Hancock

**Position**

Policy Analyst

**Job Description**

Full-time, session only position. In-person for the duration of the 88th Legislative Session.

Responsibilities include, but are not limited to:

- Analyzing legislation and providing vote recommendations;
- Monitoring assigned committees;
- Composing bill books and supporting documents;
- Research and writing assistance;
- Drafting constituent correspondence related to committee assignments;
- Other duties as assigned.

Qualifications: Prior employment in an office setting and legislative experience is strongly preferred. The ideal candidate:

- Has experience conducting basic research and analysis;
- Possesses strong written and verbal communication skills;
- Is organized, focused, and able to multi-task;
- Is proficient in Microsoft Office programs;
- Completes tasks efficiently and thoroughly with close attention to detail; and
- Maintains workplace decorum and confidentiality.

To Apply: Please submit your resume and a tailored cover letter indicating why you are interested in this position. Send to [stacey.chamberlin@senate.texas.gov](mailto:stacey.chamberlin@senate.texas.gov) as soon as possible with the subject line "Policy Analyst." Application period closes November 30, 2022, but may close sooner if the position is filled.