



Colorado Legislative Council

Non-Classified

EMPLOYMENT OPPORTUNITY

**Colorado General Assembly
Colorado Legislative Council**

Job Title: Fiscal Analyst
Job Series: (Non-classified Position)
FLSA Status: Exempt
Occup. Group: Professional Services
Salary: Commensurate with Experience
Release Date: August 31, 2009
Apply By: September 10, 2009

Job Summary

General Description:

Colorado Legislative Council Staff, the nonpartisan research agency of the Colorado General Assembly, has a research position opening in its Fiscal Notes section.

Responsibilities and Requirements:

Duties include analyzing proposed legislation, writing fiscal impact statements on that legislation, and responding to questions about a bill's fiscal impact from legislators, lobbyists, government officials, and the public. Duties also include writing research papers, working with special legislative study committees, and researching and writing portions of the "Blue Book" voter guide on statewide election issues. The position requires effective oral and written communication skills, strong analytical and research abilities, and proficient use of word processing and spreadsheet programs. The job requires the ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions. Overtime is required. The minimum educational requirement is a Bachelor of Arts degree from an accredited college or university. A successful candidate should have a minimum of three years experience in a professional work environment.

Salary level is commensurate with education and experience. Legislative Council Staff employees are not members of the state personnel system, although employment includes coverage under the State of Colorado benefits package.

To Apply for this Position:

A resume, including a cover letter, salary requirements, a list of three professional references, and a sample of your professional writing, should be sent to:

Janis Baron
Colorado Legislative Council
State Capitol - Room 029
Denver, Colorado 80203
FAX: (303) 866-3855
E-mail: Janis.Baron@state.co.us

Deadline for applications is September 10, 2009. The Colorado Legislative Council is an equal opportunity employer.

For confirmation and/or further information,
please contact Marie Garcia at 303-866-4749

Additional information about the Colorado Legislative Council can be found at
<http://colorado.gov/lcs>