



FREDERICK COUNTY GOVERNMENT
is currently accepting applications for the position of:

Legislative Analyst
 County Council

An Equal Opportunity Employer

WAGE: \$51,061.00 Annually

OPENING DATE: 05/01/18

CLOSING DATE: 05/15/18 04:00 PM

FLSA STATUS: Exempt

SPECIAL FUNDING: None

JOB INFORMATION:

Exempt; full-time; 40 hours per week; Monday - Friday; 8 a.m. - 5 p.m.; full-benefits

This professional positions assists County Council members with public relations, support services and legal research by advising Council members on developing legislative and policy initiatives. Supervision is received from the Chief of Staff as well as the Council member(s) to whom this staff person is assigned.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES:

- Conduct background research, surveys or other analysis related to individual initiatives of an individual Council member
- Draft and review bills and amendments requested by Council Members
- Research, assemble and compile information for Council members; conduct information searches on the internet of local jurisdictions and state/federal websites
- Review and proofread printed legislative documents for accuracy and detail
- Perform legislative policy studies on issues and proposed or amended legislation
- Write confidential analytical and investigative reports on proposed legislation
- Provide research, analysis and review of county policies and programs
- Respond to constituent inquiries in a courteous manner, providing information within the scope of knowledge or refers to appropriate individual
- Monitor legislative activity within the County, municipalities, surrounding jurisdictions and the State of Maryland
- Summarize proposed legislation and analyze its effect on current law, and other policy implications
- Represent the Council at community and other meetings, as assigned
- Liaison with organizations, community groups and others on behalf of the Council
- Create and organize professional correspondence, memos, forms, reports and agenda items
- Perform special projects assigned by the Council member
- Attend all Council Meetings
- Perform other related duties as assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned.

QUALIFICATIONS & REQUIREMENTS:

The qualifications/requirements, knowledge/skills/abilities and physical demands or working conditions described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Political Science, Public Policy, Public Administration or related field
- Minimum 3 years legislative work experience
- Minimum 2 years professional administrative work experience in county or municipal government
- Intermediate skills in use of MS Office Suite
- NOTE: Additional years of legislative work experience may substitute for a portion of the educational requirement

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of legal research processes and citation technique
- Ability to demonstrate deductive reasoning skills
- Ability to conduct legal research, perform analysis, and use logical reasoning in developing legislation
- Demonstrated knowledge of the legislative process, intergovernmental roles and relationships
- Strong writing skills as demonstrated in accurate, thorough, clear, and concise written work products resulting from assigned duties
- Strong oral communication skills as demonstrated in accurate, clear and concise presentation of information and work products resulting from assigned duties
- Ability to maintain confidentiality in working with legislative initiatives
- Ability to professionally and effectively communicate with staff, co-workers, Council Members, the public, and representatives of local and State government and agencies

PREFERENCE MAY BE GIVEN FOR:

- Advanced skills in Microsoft Office Word
- Master's degree in Public Policy, Public Administration, Political Science or related field
- Law School Degree/Juris Doctor from accredited law school

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- While working in this position, the employee is required to constantly sit and perform repetitive motions; occasionally reach/ and rarely lift up to 20 pounds
- While working in the position, the employee is usually required to work indoors

ADDITIONAL INFORMATION/EXAMINATION PROCESS:

- Available for varied working hours as needed to accommodate evening and/or weekend meetings, events, etc.
- Ability to provide own transportation to meetings, conferences and other work related events.

EXAMINATION PROCESS (may include):

- 1) An evaluation of training and experience
- 2) Related office skills testing
- 3) One or more interviews
- 4) A pre-employment physical examination and drug test

This description reflects management's assignment of essential duties; it does not proscribe or restrict the tasks that may be assigned.

When 'work experience' is stated as a requirement, this is specific reference to on-the-job experience as a paid employee. When considering part-time experience history, 2080 hours = 1 year of experience.

Frederick County Government Division of Human Resources contact information:
<http://www.FrederickCountyMD.gov>

Job #FY18-00673
 LEGISLATIVE ANALYST
 KG

OUR OFFICE IS LOCATED AT:
 12 East Church Street
 Frederick, MD 21701
 Ofc: 301-600-1070
 Fax: 301-600-2314
Human_Resources@FrederickCountyMD.gov

Frederick County Government does not discriminate on the basis of race, color, national origin, sex, religion, age, and/or disability in employment or in the provision of services.

Legislative Analyst Supplemental Questionnaire

- * 1. Which best describes your level of education?
- Less than Associate's degree received
 - Associate's degree received
 - Bachelor's degree received
 - Advanced degree received
- * 2. Was your degree earned in a Political Science, Public Policy, Public Administration or other closely related field?
- Yes
 - No
- * 3. Have you earned a Law School Degree/Juris Doctorate from an accredited law school?
- Yes
 - No
4. Which describes your level of proficiency with Microsoft Word?
- Beginner
 - Intermediate
 - Advanced
- * 5. How many years of legislative work experience do you have?
- Less than 3 years work experience
 - 3 years work experience
 - 4 years work experience
 - 5 years work experience
 - 6 years work experience
 - 7 years work experience
 - 8 or more years work experience
- * 6. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 7. Do you have at least 2 years professional administrative work experience in county or municipal government?
- Yes

No

- * 8. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.

* Required Question