



Attorney or Research Analyst

About us	<p>The Legislative Service Commission (LSC) is a nonpartisan agency providing the Ohio General Assembly with drafting, research, budget and fiscal analysis, training, and other services. We serve all members of the General Assembly and are trusted to provide objective, nonbiased, and confidential answers to questions covering all of state government so that members can make informed policy decisions. We foster a professional work atmosphere that includes a system of review, collaboration, and support to help employees meet our commitment to excellence in the services we offer to the General Assembly.</p>
Job opportunity	<p>LSC's Office of Research and Drafting (ORD) is seeking an Attorney or Research Analyst to join our team in our State and Local Government Group and our Taxation Group. The day-to-day duties vary considerably depending on the activity of the General Assembly. Duties include:</p> <ul style="list-style-type: none"> • Drafting legislation in the form of bills and amendments at the direction of legislators and their staff; • Researching topics on behalf of legislators and providing written or verbal summaries to the member or their staff; • Analyzing legislation; • Attending committee hearings, tracking bills as they move through the legislative process, and providing assistance to legislators on the committee; • Creating written resources for the General Assembly on topics of interest.
Minimum qualifications	<ul style="list-style-type: none"> • A graduate degree (J.D., master's, or doctorate degree); • Experience in conducting research and writing papers in a school or work environment; • Ability to communicate in a concise, timely, and effective manner; • Willingness to limit public activity to not give any appearance of bias in work.
Characteristics of a strong candidate	<ul style="list-style-type: none"> • Strong interest in non-partisan public service; • Preference for a variety of work assignments;

	<ul style="list-style-type: none"> • Desire to always be learning new things; • Ambition to become an expert on a topic of importance to the state of Ohio; • Wish to make a difference in state government in a “behind-the-scenes” role; and • Pride in being part of the legislative process.
Salary and benefits	<p>The current starting salary for new professional ORD staff is \$63,500. We offer our staff merit-based salary increases, opportunities to learn and grow in their careers, and a comprehensive state benefit package including:</p> <p>Medical Coverage</p> <ul style="list-style-type: none"> • Quality, affordable, and competitive medical benefits. <p>Dental, Vision, and Basic Life Insurance</p> <ul style="list-style-type: none"> • Dental, vision, and basic life insurance premiums are free after completed eligibility period. <p>Leave</p> <ul style="list-style-type: none"> • Paid time off, including vacation, personal, and sick leave. • 11 paid holidays per year. • Childbirth/Adoption leave. <p>Ohio Public Employees Retirement System</p> <ul style="list-style-type: none"> • OPERS is the retirement system for State of Ohio employees. The employee contributes 10% of their salary towards their retirement. The employer contributes an amount equal to 14% of the employee’s salary. <p>Deferred Compensation</p> <ul style="list-style-type: none"> • The Ohio Deferred Compensation program is a 457(b) voluntary retirement savings plan.
How to apply	<p>Complete the application on careers.ohio.gov and attach all of the following documents:</p> <ul style="list-style-type: none"> • Resume; • Cover letter; • Names of three references (with email addresses); • Copies of transcripts for college and graduate school; and • Writing sample of between four and six pages (do not send legal briefs, motions, or co-authored documents).