



HAWAII STATE SENATE

(4 to 6 month temporary full-time employment
beginning December 2008 or January 2009)

Work in a dynamic environment where public affairs meets politics and staff is key to the Senate's operations. Our fast-paced legislative session (January to April) requires flexible working hours under strict deadlines and close interaction with elected officials, legislative staff, and the public. Learn more at: www.capitol.hawaii.gov

BUDGET ANALYST: Detail-oriented individuals with strong analytical and communication skills to manage confidential information, analyze and make recommendations on agency budget requests, and brief committee members. Knowledge of state government operations and legislative process desirable. Bachelor's degree in Accounting, Finance, or Business with working knowledge of Microsoft programs.

COMMITTEE CLERK: Detail-oriented individuals with strong organizational and communication skills to manage committee operations, including committee hearing schedule and committee documents. Knowledge of state government operations and prior legislative experience is highly desirable. Bachelor's degree and working knowledge of internet applications and Microsoft programs.

LEGISLATIVE ASSISTANT: Service-oriented individuals to assist with general office duties including answering telephones, managing e-mail messages, responding to constituent requests. Previous work experience in an office environment desirable. High school graduation and working knowledge of Microsoft programs and copying/scanning equipment.

RESEARCHER: Team-oriented individuals with strong analytical, research, and writing skills to develop policy briefs, respond to requests for information, create district newsletters and draft congratulatory certificates. Bachelor's degree and working knowledge of internet applications and Microsoft programs.

RESEARCH ATTORNEY: Team-oriented individuals with strong analytical, research, and writing skills to draft legislation, committee reports, and legal memoranda. Ability to maintain confidential information. Familiarity with Hawaii Revised Statutes and membership in Hawaii Bar desirable. Law degree and working knowledge of internet applications and Microsoft programs.

Please send cover letter and resume
using **one** of the following methods:
E-Mail: sclerk2@capitol.hawaii.gov

-OR-

FAX: 808.586.6719

NO PHONE CALLS, PLEASE
An Equal Opportunity Employer