

# Office of Legislative Services

## Notice of Vacancy

**Title:** Assistant Fiscal Analyst, Assistant Research Analyst or Deputy Counsel

**Location:** Office of Legislative Services  
Central Management Unit  
State House Annex  
West State Street, Trenton, New Jersey

**Annual Salary:** \$50,969.75 per year (\$51,989.15 after six months)

The Office of Legislative Services (OLS) is an agency of the New Jersey Legislature established by law to provide professional, nonpartisan staff support services to the Legislature including its officers, members, committees and commissions. OLS operates under the authority of the Legislative Services Commission, a 16-member bipartisan panel with equal representation from each House of the Legislature.

The goal of OLS is to facilitate the work of the New Jersey Legislature and to enable and promote public understanding of the legislative process. As nonpartisan employees of the Legislature, OLS staff are prohibited from engaging in political activity or taking a public position with regard to any matter before the Legislature.

**Description:** Provides professional services for legislators, legislative staff, and legislative committees and commissions after an initial period of instruction to obtain a working knowledge of legislative operations, OLS policies, manuals, and procedures. Works under the direct supervision of a section chief or higher-titled staff. Conducts research and provides analysis on issues and policy matters of legislative concern. Drafts, reviews, and analyzes legislation. Provides research, drafting, and administrative support to legislative committees and commissions. Communicates with legislators, legislative staff, and superiors, both in private and in a public setting, and with State and local officials and public and private representatives. Fiscal Analysts also review, analyze, and report on budget requests of State agencies; identify fiscal issues and prepare background papers on issues or budget alternatives. Prepare fiscal notes and estimates. Review, analyze, and recommend action on requests for transfers of appropriations. Maintain accessible fiscal reference data and files required for performance of assigned work. Deputy Counsels also conduct legal research and write legal opinions.

### Requirements

**Education\*:** Assistant Research Analyst and Assistant Fiscal Analyst titles: a minimum of a Master's degree in public policy, public or business administration, economics, finance, accounting or a related field.

Deputy Counsel title: graduation from a law school accredited by the American Bar Association and admission to the New Jersey Bar

*\* Foreign degrees and/or transcripts must be evaluated by a recognized evaluation service such as the [National Association of Credential Evaluation Services](#) and [Association of International Credential Evaluators, Inc.](#) at applicant's expense. Please attach copy of transcript and evaluation with application. Candidates will not be considered for the position if they fail to provide all requested documents upon initial submittal.*

**Experience:** This is an entry-level position.

**Residency:** Pursuant to the "New Jersey First Act" all persons hired by the Office of Legislative Services shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. Current New Jersey State employees hired prior to September 1, 2011 who transfer from within the Office of Legislative Services or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**Cover letter, resume and three writing samples\* should be forwarded to:**

Christin Knox, Director of Human Resources  
Office of Legislative Services  
Human Resources Office  
PO Box 068  
Trenton, New Jersey 08625  
[OLSHR@njleg.org](mailto:OLSHR@njleg.org)

\*Writing samples should be the applicant's own work (not have been co-written, edited, or proofed by others) and should demonstrate the ability to research and express complex matters clearly. Applicant's name must be reflected on each page of all writing samples.

Posted: September 16, 2020

*The Office of Legislative Services is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.*