

# Louisiana House of Representatives



## House Legislative Services Job Posting

**Position:** Louisiana House of Representatives Legislative Attorney/Analyst I

### Supplemental Information

Full-time

Legislative Analyst I starting salary: \$57,010

Attorney I starting salary: \$61,000

The Louisiana House of Representatives, House Legislative Services (HLS), is seeking to fill a Legislative Attorney/Analyst I position. HLS attorneys and legislative analysts use verbal and written communication skills to assist House members in converting their policy decisions into bill draft language that reflects their policy decisions in a manner which properly fits within the confines of existing Louisiana law. HLS provides non-partisan, non-political bill drafting, constitutional analysis, committee staffing, and amendment preparation equally to all members of the House of Representatives irrespective of their party or political affiliation. Position may require frequent and significant compensated overtime during legislative sessions (typically January through June). Position may also require in-state travel for the purpose of staffing meetings held outside of the state capitol.

### Salary/Benefits:

Competitive public sector salary (dependent on experience), participation in the state defined benefit pension system (guaranteed once vested), robust health insurance plans, paid time off (starting at 12 days annual and 12 days sick leave per year, plus approximately 10 state holidays per year), and available participation in the state's deferred compensation program. Position allows a limited flexible work schedule outside of legislative sessions. Position does not require billable hours or litigation. Additionally, a staffer may qualify for reduced student loan payments or loan forgiveness based on federal public service loan forgiveness program qualifications.

### Specific Job Duties:

Legislative research and preparing legislative bills and amendments. Assisting in the facilitation of assigned subject matter committee hearings. Assisting the chairman with organization of the committee workload. Reviewing legislative instruments referred to committee for technical, legal, and substantive issues. Addressing committee members' questions regarding procedural and parliamentary matters. Providing subject matter knowledge of the committee to House members and staff colleagues. Attending agency, board, commission, and stakeholder meetings within the designated committee subject matter jurisdiction.

**Minimum Requirements:**

Attorneys must possess a license to practice law in Louisiana and remain in good standing with the Louisiana State Bar Association. Analysts must possess an advanced degree from an accredited university.

**Application Process:**

To apply, please submit a letter of interest, resume, and completed job application (see below) to Cortny Jarrell via email at [jarrellc@legis.la.gov](mailto:jarrellc@legis.la.gov).

Applications may be submitted by mail to: Cortny Jarrell, State Capitol Annex Building, P.O. Box 44197, Baton Rouge, LA 70804-4197.

Failure to provide sufficient evidence of qualifications in your resume may result in a “not qualified” determination.

The job application can be found at:

[https://house.louisiana.gov/H\\_Staff/pdf/Application%20-%20Full%20Time%20Employment.pdf](https://house.louisiana.gov/H_Staff/pdf/Application%20-%20Full%20Time%20Employment.pdf)