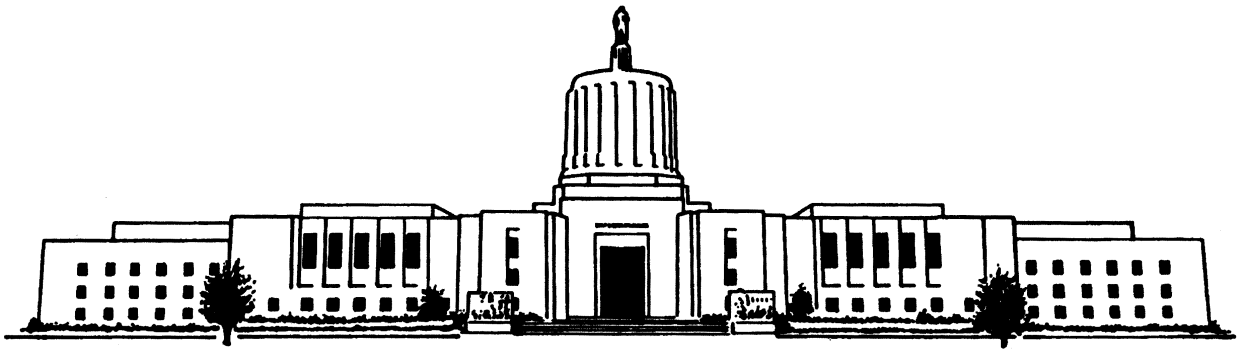
Recruiting for:

LEGAL DIRECTOR

Salary Commensurate with Experience



LEGISLATIVE ASSEMBLY-
HOUSE REPUBLICAN OFFICE

The House Republican Office (HRO) is seeking a full-time Legal Director to work in the HRO with caucus leadership and advising all House Republicans on a myriad of policy and legislative issues. The Legal Director will have the responsibilities of a full-time policy analyst along with acting as a bridge between the caucus's policy and communications shops.

DUTIES AND RESPONSIBILITIES

- Perform analyses and provide advice to members of the House Republican Caucus and their staffs on important public policy issues, including but not limited to all Judiciary Committee related matters.
- Regularly present analyses in writing and orally to caucus members and staff—often on tight deadlines.
- Work with caucus staff and House Republican Caucus members to pursue a strategic legislative agenda for the 2016 session and beyond.
- Advise caucus leadership and senior staff on legislative and legal matters.
- Work collaboratively with the Director of Communications on strategic communications efforts and tactical opportunities to reach a variety of audiences regarding sometimes complex legislation.
- Help draft speeches and op-ed pieces.
- Assist with research, strategy development, and public education efforts to assure best chance of success on priority bills.
- Maintain files and other information in assigned issue areas, and track legislation in assigned committees, in order to effectively brief and otherwise prepare House Republican Caucus members for upcoming committee and House floor votes.
- Work with House committee vice-chairs to assure due consideration of caucus and individual member priorities.
- Support the work of Legislative Assistants by responding to policy requests, and developing and executing staff legislative trainings.
- Build and maintain strong relationship with diverse stakeholders with varied interests.
- Oversee the tracking of legislation, production of floor-reports for each legislative session, and the development of policy issue briefs.
- Work on other projects on an as-needed basis.

HIRING INFORMATION

- The starting salary for this position will be commensurate with the selected candidate's experience and qualifications.
- Candidate must be able to start work no later than January 2nd, 2016; preferably by December 15th of 2015.

- This full-time position has management service benefits, including health and dental insurance; optional life and disability insurance programs; a paid retirement program for qualifying individuals; and paid vacation, holidays, and sick leave.

WORKING CONDITIONS

The Legal Director works in a partisan political environment in the Capitol building in Salem. Unpredictable work hours, including evenings and weekends, are required during the legislative session and other heavy workload periods.

NECESSARY SKILLS

- Excellent writing, editing, speaking and analytical skills.
- Successful experience researching complicated policy issues and providing clear and concise findings.
- Understanding of the legislative environment.
- Ability to work as part of a team.

MINIMUM QUALIFICATIONS

- Juris Doctorate. Member of Oregon bar preferred.
- One (1) to five (5) years of experience working in the state or federal legislative process preferred. Judicial clerkship experience also highly valued.
- Demonstrated ability to quickly collect, analyze, and convey information about legislative issues to a variety of audiences.
- Experience presenting information in writing and orally.
- Must be a self-starter with excellent oral and written communication skills.
- Excellent work ethic.
- Ability to work individually in a self-directed manner and as part of a team.
- Ability to produce consistent, quality work under deadline in a fast-paced environment.
- Ability and willingness to work outside of normal business hours as the legislative session dictates.
- Ability to manage several issues and projects simultaneously and to adjust to frequently changing demands.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

TO APPLY

Please e-mail a (1) a cover letter, (2) a current resume, (3) two recent writing samples, (4) three references, and (5) a completed Legislative Administration employment application to Mike Carew at Mike.Carew@state.or.us

- The cover letter should describe how you meet the minimum qualifications and necessary skills.
- The two writing samples should pertain to the position (e.g. policy brief, issue talking points, etc.)
- If interviewed, a writing test will be required.
- All applications will be confidential; references will not be contacted unless a candidate becomes a finalist.

This position will remain open until filled. However, to be considered in the first round of interviews, applications must be received by November 15, 2015.

Any questions concerning this position should be directed to the House Republican Office at 503-986-1400.

The Legislative Assembly cannot be responsible for materials that are lost in the mail, illegible, or missing as a result of transmittal.

Equal Opportunity / Affirmative Action Employer
Women, Minorities and Persons with Disabilities Are Encouraged to Apply ADA Accommodations Will Be Provided upon Request

Closing Date: November 15, 2015

LEGISLATIVE ADMINISTRATION EMPLOYEE SERVICES
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