



HOUSE RESEARCH ORGANIZATION

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EDITOR/ANALYST

The House Research Organization, a nonpartisan research staff of the Texas House of Representatives, has an opening for a full-time editor/analyst. Salary and responsibilities will depend on qualifications and experience. The minimum salary is \$4,000 a month (state salary group B20).

During legislative sessions the HRO publishes the *Daily Floor Report*, which includes analyses of bills scheduled for debate on the floor of the House. Between sessions, the HRO produces reports on issues of interest to the Texas Legislature that affect state government.

The person selected will help write and edit reports on state policy issues, which includes ensuring accuracy, readability, and objectivity in presenting a broad range of views on state issues, and during legislative sessions, helping to edit and produce the *Daily Floor Report*.

Applicants should have superior editing, writing, and critical analysis skills, as well as substantial editing experience, editorial judgment, and demonstrated ability to work quickly and thoroughly under deadline pressure. Publication design skills or a willingness and ability to learn them are required. Experience editing complex material for a general audience is preferred. The position requires a commitment to impartial analysis of controversial issues, meticulous attention to detail and factual accuracy, and the capacity when needed to work long, late, unpredictable hours and sometimes weekends while the legislature is in session. Legislative experience is preferred but not required.

Applicants should email a resume, a House of Representatives employment application (available at <https://house.texas.gov/media/pdf/application.pdf>), a writing sample of one to five pages, and a cover letter explaining their qualifications and interest in the position. Please write in the subject line of the email "**HRO editor/analyst 2022**" and send the required documents to: HROadmin@house.texas.gov.

Writing samples will not be returned. Applications will be acknowledged promptly, so please do not telephone. Applicants may be tested on editing, writing, and analytical skills. Deadline: Until filled.

The House Research Organization is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.