



TEXAS HOUSE *of* REPRESENTATIVES

Gary Gates

State Representative, District 28

Position Opening: Policy and Research Analyst

State Representative Gary Gates is seeking a self-motivated individual to fill a full-time position as a policy and research analyst immediately.

Location:	Rosenberg, Texas
Hours:	8:30 a.m. – 5:00 p.m.
Compensation:	Commensurate with experience
Benefits:	Insurance, retirement plans, sick leave, and paid vacation

Duties:

Under the direction of the legislator and the chief of staff, conduct research, gather data, and prepare statistical policy information for legislative purposes.

Skills, Knowledge and Abilities:

- Expertise in reading and discerning state statutes;
- Extensive background in understanding state agency and legislative operations;
- Proficiency in quickly researching and comprehending local ordinances;
- Experienced at succinctly and concisely preparing information and data;
- Ability to develop communications utilizing digital software including Excel, Adobe, and Microsoft Office Suite.

Applicants should send a cover letter and resume to gary.gates@house.texas.gov.

The Texas House of Representatives 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 provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.