



STATE REPRESENTATIVE SHAWN THIERRY

DISTRICT 146

Legislative Director & Senior Policy Analyst - Texas Legislature - 88th Session

Salary: Commensurate with experience

Representative Shawn Thierry of House District 146 is seeking a qualified candidate for the position of Legislative Director and Senior Policy Analyst to serve in her Capitol office during the upcoming 88th session of the Texas Legislature. This is a full-time, session only, position for the 88th regular and any special sessions called by the Governor.

Qualifications & Expectations : Applicants must have public policy experience, as well as critical analytical skills and demonstrated ability to work quickly and thoroughly under deadline pressures. The position requires attention to detail with factual accuracy and the capacity to work long, late, and/or unpredictable hours while the Legislature is in session.

Qualifications & Experience: Candidates should have previous legislative session experience at the Texas Capitol, however a qualified candidate may substitute experience in other professional settings to satisfy this requirement.

Duties & Responsibilities: This position requires frequent contact with constituents, public officials, media, advocates and other Capitol and District staff. The qualified candidate must:

- Manage legislation throughout the entire legislative process, which includes working with the member, stakeholders, bill drafters, agency representatives, committee contacts and others.
- Request hearings on legislation, prepare bill analyses, identify people who support legislation to testify, manage and facilitate the process of bills to be voted out of Committee, and schedule to be set on the House Floor.
- Review Committee and other reports to ensure accuracy.
- Have strong organizational skills and handle multiple priorities in a timely manner.
- Provide evidence of strong writing skills, proofreading and editing.
- Have excellent interpersonal relationship skills and demonstrate an attention to details.
- Work collaboratively with other legislative staff and be a "team player."
- Work with Senate staff members to identify sponsors to guide legislation through the Senate.

Applying: Applications accepted until position is filled. To apply, please send cover letter, and resume to the Representative's email, (Shawn.Thierry@House.Texas.gov). Only candidates selected for interviews will be contacted. Contact Representative Thierry's office at 512-463-0518 for any questions.

The 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 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