

**Connecticut General Assembly
JOB OPPORTUNITY
Press Secretary**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford
Hours: Full-Time
Salary: Commensurate with experience
Closing Date: December 23, 2022

General Knowledge:

The Connecticut House Republican Office is seeking a Research and Policy Analyst to join its Legal/Research department and assist with daily operations. Full State of Connecticut fringe benefits package available.

Preferred Skills and Ability:

Ideal candidates are strong communicators, both written and verbally, detail oriented, and can quickly identify and summarize key policy issues. Must have the ability to multi-task and meet tight deadlines, work well in a team environment, and demonstrate strong presentation skills. Experience with or interest in government/politics is preferred.

General Responsibilities:

Responsibilities include tracking legislation; advising legislators on legislative and policy issues; preparing written testimony, issues briefs and summaries as requested; researching and analyzing legislator requests; attending issue-specific meetings with legislators and state agency representatives; researching state agency regulations; serving as a representative of the House Republican Caucus in meetings; working with legislative committee members to provide research and policy assistance; and other daily duties working directly with state legislators.

Application Instructions:

Please send a resume and cover letter by December 23, 2022 to: HRO Research and Policy Analyst Search Committee, Room 4200, Legislative Office Building, Hartford, CT 06106 or reply online at HROEmployment@cga.ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.