



HAWAI'I STATE SENATE
(4 to 6 month temporary full-time employment
Beginning December 2010/January 2011)

Work in a dynamic environment where public service meets politics and staff is key to the Senate's operations. Our fast-paced legislative session (January to April 2011) requires a flexible work schedule under strict deadlines and close interaction with elected officials and the public. Learn more about the Senate at: www.capitol.hawaii.gov/senate

The Senate is currently accepting resumes for the following positions available during the 2011 legislative session:

BUDGET ANALYST: Detail-oriented individuals with strong analytical, writing and communication skills who can analyze and process large amounts of financial information and other data; prepare recommendations on agency budget requests; monitor committee hearings; and brief committee members. Bachelor's degree with proficiency in spreadsheet applications and Microsoft programs. **Job Ref #11-01**

COMMITTEE CLERK: Detail-oriented individuals with strong organizational, verbal and written communication skills to manage committee operations, including committee hearing schedule and committee documents. Knowledge of state government operations and prior legislative experience, preferred. Bachelor's degree with proficiency in Microsoft programs and internet applications. **Job Ref #11-02**

LEGISLATIVE ASSISTANT: Service-oriented individuals to assist with general office duties including answering telephones, managing e-mail, monitoring constituent requests. Excellent communication skills; prior work experience in an office environment, preferred. High school graduate with proficiency in Microsoft programs and copying/scanning equipment. **Job Ref #11-03**

RESEARCHER: Team-oriented individuals with strong research and writing skills to analyze and digest legislation, assist with information requests, create newsletters and webpage content, draft congratulatory certificates and constituent correspondence. Bachelor's degree with proficiency in Microsoft programs and internet applications. **Job Ref #11-04**

Please send cover letter (include Job Ref#) and resume to:

sclerk2@capitol.hawaii.gov

NO PHONE CALLS, PLEASE
An Equal Opportunity Employer