

Vacancy Announcement

North Carolina General Assembly
Legislative Services Office
George R. Hall, Legislative Services Officer



February 15, 2011

*Vacancy Number: 1099-021511

Position: **1 TEMPORARY POSITION**
Daily Bulletin Analyst I
Working Title: Attorney

Hiring Range: \$25.00/hour-\$29.00/hour
Closing Date: Friday, March 11, 2011 at 5:00 pm.

*Vacancy number must be included on the application.

Interested applicants may obtain a General Assembly Application at <http://www.ncga.state.nc.us> under NCGA Division Links, Career Opportunities.

General Duties: Recruiting for one temporary Daily Bulletin Analyst I (attorney) position. The position will begin work April 25, 2011, and last for 14 weeks or until the end of the legislative session, depending on which occurs first. Under limited supervision, the Daily Bulletin Analyst I performs independent legal analysis of bills, amendments, committee substitutes, and conference reports during session of the North Carolina General Assembly. Employee (1) summarizes bills and changes in bills for publication on the same day in the *Daily Bulletin*; (2) attends committee meetings, tracks changes in bills, and obtains legislative documents distributed at those meetings; (3) reviews and edits summaries for accuracy; and (4) assists the director in managing office procedures, such as publication and distribution, workflow, training, organization, and scheduling.

NOTE: Employee is classified as a temporary employee. The employee is supervised by the Director of the UNC School of Government's Legislative Reporting Service.

EXAMPLES OF DUTIES:

- Attends meetings of standing legislative committees, keeps track of committee action on bills, and obtains copies of committee substitutes, committee amendments, and staff summaries of bills.
- Analyzes and prepares written summaries explaining bills, committee substitutes, and amendments for same-day publication using Microsoft Word.
- Proofreads and edits summaries written by other staff.
- Interacts with other legislative staff to monitor chamber actions and obtain legislative documents.
- Assists director in orienting and supporting UNC School of Government faculty members who contribute legislative summaries on a rotating basis.

MINIMUM QUALIFICATIONS:

- A law degree and admission to the North Carolina bar.
- Knowledge of federal, state, and local government organization and functions.

(See page two for information on how to apply for this position.)

Page 2

- Knowledge of the North Carolina legislative process.
 - Ability to independently analyze proposed legislation and the legal significance of changes made to that legislation in accordance with daily reporting deadlines.
 - Ability to describe changes in writing in a clear, concise, and timely manner in accordance with daily reporting deadlines.
 - Willingness and ability to work an unpredictable schedule while General Assembly is in session. Although in general work hours include working Monday evenings and Tuesday through Thursday during the daytime and early evening, this position will also require that employee work erratic hours that may include weekends and nights. Hours usually do not exceed 40 per week, but may reach 65 hours during busy periods.
 - Ability to maintain composure and work cooperatively in a fast-paced environment.
 - Proficiency in using word processing, e-mail, and operating system software.
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Application Process: The following items must be submitted via email:

- (1) A General Assembly application.
- (2) A cover letter that reviews relevant work experience and the reason that the applicant desires a temporary position.
- (3) A resume.
- (4) A writing sample.

E-mail these materials to Christine Wunsche at: **Christinew@ncLEG.net**

Closing Date: To be considered for this position, the above information must be received by 5:00 p.m. on Friday, March 11, 2011.

Additional Information:

Contact Christine Wunsche at 919-733-2484
