

## **NCSL POSITION ANNOUNCEMENT**

**JOB TITLE:** Research Analyst I  
**PROGRAM:** Criminal Justice Program  
**LOCATION:** Denver, CO  
**SALARY:** \$3,527 p/month

### **ABOUT NCSL:**

The National Conference of State Legislatures (NCSL) is the nation's preeminent bipartisan membership organization for state legislators, legislative staff and other intergovernmental groups in the 50 states, commonwealths and territories since 1975. NCSL provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues. Our mission is to improve the quality and effectiveness of state legislatures; promote policy innovation and communication among state legislatures; and ensure state legislatures a strong, cohesive voice in the federal system. While NCSL is bipartisan in nature, all NCSL staff work is strictly nonpartisan.

### **GENERAL DESCRIPTION:**

This professional criminal justice policy position will focus on a variety of state policies across multiple domains. The position will serve as a generalist and cover issues of policing and other general and emerging criminal justice topics. The position is non-partisan and non-advocacy.

The individual will have responsibility for tracking state legislative bills, analyzing and reporting on state policy, performing statutory research, responding to research requests, assisting with planning and conducting meetings for legislators, writing policy publications, collecting information about current events related to assigned topics, creating and updating content for user-friendly webpages, and assisting with administrative tasks related to grant management.

This position will cover a range of criminal justice policy topics and requires a person who is able to juggle multiple tasks and topics efficiently. It also requires strong team work across projects and program areas within NCSL and staff from other national organizations. Ideal candidates will have excellent written and oral communication skills to interact with a wide variety of audiences. This position will require independent work under the mentorship and direction of senior staff.

### **RESPONSIBILITIES AND DUTIES:**

1. Researches, collects, tracks, summarizes and analyzes criminal justice legislation.
2. Collects and synthesizes information for reports, short publications or articles, and develops 50-state charts and tables on discrete legislative actions.

3. Researches and writes web content, brief policy publications and other documents in related topical areas.
4. Prepares concise and accurate oral and written responses to legislative requests for research.
5. Researches, creates and updates content for web-based resources that may include criminal justice legislation tracking, and preparing reports, maps, news items, charts, pictures and other digital information resources.
6. Collects, monitors and analyzes data/information from a variety of sources regarding criminal justice policy issues, legislative actions and state and federal programs.
7. Collaborates with other NCSL staff and staff from other organizations to plan, prepare materials for, and attend relevant meetings and seminars. Out of state travel may be required several times per year (likely 4-8 times per year), which may involve some weekend travel and work.
8. Provides assistance with tracking and reporting on grant projects.
9. Attends criminal justice program and other NCSL internal meetings, participates in conference calls and other communications with NCSL constituents, all in a timely manner.

#### **SUPERVISORY RESPONSIBILITIES:**

This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions in the department.

#### **WORK ENVIRONMENT:**

This position is a mostly performed in an office environment with prolonged periods of sitting at a desk and working on a computer. Must be able to lift small objects up to 20lbs. You will be required to utilize standard office equipment such as filing cabinets, copy machines, scanners, and smartphones. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **QUALIFICATIONS:**

##### Education, Skills and Experience

- Bachelor's degree or four years of college plus one year of relevant work experience. A post-baccalaureate or graduate degree (i.e. masters degree, professional degree, or doctoral degree) may be substituted for one year of the required work experience.
- Experience with criminal justice policy topics strongly preferred.
- Must demonstrate skill and competence in a range of research skills and tasks.

- Knowledge of legal research engines, such as WestLaw and/or Lexis is preferred.
- Must demonstrate an ability to communicate effectively in writing or orally.
- Must have computer skills, including Microsoft Word and web-based research. Experience with Excel preferred. A majority of this position's time will require computer-based work. Experience in preparing web documents is also beneficial, but not required.
- Must be able to work independently and work well with others.
- Must be able to handle a variety of tasks, assignments and projects concurrently.
- Must present a professional demeanor in representing NCSL with legislative and other constituents, public and private organizations that fund NCSL's work, and members of the public who may contact NCSL for information.
- Must be able to maintain confidentiality in a professional manner, and handle politically sensitive work with non-partisan balance.
- Must have the ability to take supervision from multiple people, and effectively receive and integrate feedback.
- Must be able to travel out-of-state by plane several times per year (approximately 4-8 trips ranging in length from two to five days)

#### **BENEFITS:**

NCSL offers an outstanding benefits package including low cost health, dental and vision coverage, a 401(a)-retirement plan with 10% contribution after 6 months and full vesting, life & disability insurance, 3-weeks paid vacation with 5+ years of paid full-time work experience, paid leave, telework, pet insurance, discounted bus / train passes, in-office dry cleaning pick up, access to 24-hour fitness memberships, and more!

#### **TO APPLY:**

Interested candidates should submit a **cover letter and resume** highlighting skills and qualifications using the [NCSL Career Opportunities page](#) no later than **Friday, November 6, 2020**.

**NCSL IS AN EQUAL OPPORTUNITY EMPLOYER**