

Office of Legislative Services

Notice of Vacancy

Title: Research Analyst Intern (2 available positions)
(Anticipated dates June 2024 – August 2024)

Location: Office of Legislative Services
Central Management Unit
State House Annex
West State Street, Trenton, New Jersey

Starting Salary: \$20.00/hr

The Office of Legislative Services (OLS) is an agency of the New Jersey Legislature established by law to provide professional, nonpartisan staff support services to the Legislature including its officers, members, committees and commissions. OLS operates under the authority of the Legislative Services Commission, a 16-member bipartisan panel with equal representation from each House of the Legislature.

The goal of OLS is to facilitate the work of the New Jersey Legislature and to enable and promote public understanding of the legislative process. As nonpartisan employees of the Legislature, OLS staff are prohibited from engaging in political activity or taking a public position with regard to any matter before the Legislature.

Description: Position is responsible for providing entry to intermediate level professional services, under supervision of professional staff, as appropriate to the day-to-day operating objectives of the unit. Undertakes and or participates in projects and research related to issues and policy matters of legislative concern, which are designed to develop professional skills and expertise appropriate to the needs of the organization. Interacts directly with colleagues in the planning and resolution of assignments. Performs miscellaneous job-related duties as assigned.

This is a 14-21 hour per week position which will be primarily on-site.

Requirements:

Education:

- Pursuing a Law degree or Master's degree in public policy, public or business administration, economics, finance, accounting, or a related field.

Residency Law: Pursuant to the "New Jersey First Act," all persons newly hired by the Office of Legislative Services, unless exempted by the law, shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change

their principal residence to New Jersey in order to comply with the Act.

Authorization to work: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The Office of Legislative Services does not provide sponsorship for citizenship to the United States.

Please respond by: March 19, 2024

Please email cover letter and resume to: OLSJOBS@njleg.org

Date Posted: March 5, 2024

The Office of Legislative Services is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.