

## ***Legal Aide; Job Description***

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The Senate Research Office and The Senate Judiciary committee are seeking qualified candidates for the position of **Legal Aide** within the Georgia Senate Aide program for the upcoming legislative session. This program is open to all law school graduates who are interested in experiencing the legislative process. The legislative session generally runs from the first week in January until sometime in April.

**About the Senate:** The Georgia State Senate is comprised of 56 elected Senators and approximately 80 fulltime staff members. The Senate and the House of Representatives jointly comprise the Georgia General Assembly, the legislative branch of the government of the State of Georgia. The Georgia General Assembly is a part-time legislature and holds legislative session for approximately four months each year. More information about the Senate can be found at <http://www.senate.ga.gov/en-US/default.aspx>.

**About the Senate Judiciary Committee.** The Committee on Judiciary has general jurisdiction over legislation affecting judicial proceedings dealing with civil practice and procedure. Its jurisdiction also includes civil liberties as well as governmental information and frequently will consider constitutional issues.

**About the Senate Research Office:** The Senate Research Office has served the Georgia State Senate for 40 years. Senate Research was created in 1975 to serve all Senators and the Lieutenant Governor with objective information and analysis of legislation and issues affecting our state. By using a wide array of resources Senate Research has access to the latest, most accurate information available from all states, the federal government, and other public interest and professional sources.

The Senate Research Office is a non-partisan office that provides support to individual Senators on issues of policy development and both background and comparative research for statewide and local legislation. During the legislative session, the Senate Research Office creates bill summaries for all Senate bills and resolutions as well as House legislation that is considered by the Senate. In addition, Senate Research also:

- Staffs interim and standing committees;
- Identifies public policy trends;
- Produces study committee reports;
- Summarizes legislation;
- Provides research and memorandums on topics requested by Senators;
- Monitors state agency meetings and provides updates to committee chairs; and
- Gathers information on programs including cost analysis, program elements, and success.

The **Legal Aide** assists in these tasks, which are essential to keep the legislative process running smoothly.

### ***Requirements:***

1. Undergraduate degree from an accredited school in an appropriate field.
2. Law degree from an accredited law school. Bar certification preferred but not required.
3. Strong communication, writing, and interpersonal skills required.

**Compensation:** Legal Aides receive a weekly stipend check for their service. However, this is a temporary position and provides no insurance or retirement benefits, vacation time, or time-in-service credit with the state.

**Application Process:** Send cover letter and resume to Stacy Peery, Director of Senate Staffing, at [stacy.peery@senate.ga.gov](mailto:stacy.peery@senate.ga.gov).