



GEORGIA STATE SENATE

SENATE RESEARCH OFFICE

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Atlanta, GA 30334

ELIZABETH HOLCOMB
DIRECTOR

Senior Policy Analyst; Job Description

The Senate Research Office is seeking qualified candidates for the position of “**Senior Policy Analyst.**” This is a full-time professional position with certain minimum requirements:

- Undergraduate degree from an accredited school in an appropriate field.
- Law degree from an accredited law school. Bar certification preferred but not required.
- Strong communication, writing, and interpersonal skills required.
- A minimum of 1-2 years of experience in the legal field or policy-making setting.

The position requires superior written and verbal communication skills and research capabilities. Computer skills are also essential. Assignments vary greatly and are subject to change with short notice; therefore, the position requires the ability to adapt to various situations and time pressures with ease. The ability to cooperate with and support other staff members is fundamental in addition to having the capacity to interact with Senate members in a variety of settings.

The office hours are approximately 8:30 A.M. to 5:00 P.M., Monday through Friday. During the legislative session, overtime hours are required. While legislative session generally runs from the first week in January until April, the 2020 legislative session did not conclude until late June.

Application Process: Send cover letter and resume to Elizabeth Holcomb, Director of the Senate Research Office, at elizabeth.holcomb@senate.ga.gov.

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 [here](#).

About the Senate Research Office: The [Senate Research Office](#) has served the Georgia State Senate for over 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 Senate members;
- Monitors state agency meetings and provides updates to committee chairs; and
- Gathers information on programs including cost analysis, program elements, and success.