

## APPLICATION PROCEDURES

Persons seeking employment with the LSC research or fiscal staff must complete a Research Staff or Fiscal Staff application and provide a cover letter, résumé, college transcripts, and a legal brief or research paper as a writing sample. Persons seeking employment on the LSC support staff must complete a Support Staff Application.

As part of the application, all applicants must execute an agreement that permits LSC to conduct a background check. This check typically involves reviewing court and law enforcement records and contacting personal references, previous employers, and educational institutions attended.

Those applicants who appear to have the best qualifications will be requested to visit the LSC office to complete a set of written exercises. Based on general qualifications and a review of the exercises, some applicants will be requested to participate in one or more personal interviews with senior staff and the LSC staff director.

Interested persons may find applications for the research, fiscal, IT, and support staff on the agency's web site or may contact LSC to request an application. Address all inquiries regarding employment to:

Ohio Legislative Service Commission  
Attn: Stefanie Thurman  
Vern Riffe Center  
77 South High Street, Ninth Floor  
Columbus, OH 43215-6136  
(614) 466-3615  
[www.lsc.ohio.gov](http://www.lsc.ohio.gov)

*The Ohio Legislative Service Commission  
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## FELLOWSHIP PROGRAM

The Legislative Service Commission hires individuals for full-time paid 13-month legislative fellowships. LSC administers the program; however, since the program's goal is to encourage fellows to gain experience in public service, specifically in the legislative branch, most fellows are assigned to work with members of the House or the Senate. All but a few program participants engage in research, constituent services, writing speeches and news releases, and related administrative work. The others work directly with the LSC staff or the staff of the Ohio Government Telecommunications Center (OGT).



The application period for the fellowship program begins January 1 and ends April 1 each year. (Applicants for LSC telecommunications fellowships at OGT must apply by May 31.) The program begins the first week of December every year and continues through December 31 of the following year. To be eligible for the program, applicants must complete at least a bachelor's degree program by the beginning of the fellowship in December.

Persons seeking more detailed information about the Legislative Fellowship Program should check the LSC web site for a description of the program and an application. Interested persons also may direct inquiries to:

Ohio Legislative Service Commission  
Attn: Fellowship Program Coordinator  
Vern Riffe Center  
77 South High Street, Ninth Floor  
Columbus, OH 43215-6136  
(614) 466-3615  
[www.lsc.ohio.gov](http://www.lsc.ohio.gov)

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