

Staff Qualifications

Who works at LSC?

Staff Qualifications Major qualifications for employment for research, fiscal, and support staff include:

- A strong interest in public service;
- An ability to provide nonbiased, accurate information to all members of the General Assembly on a timely basis;
- A willingness to work more than 40 hours per week when necessary and the ability to adjust personal schedules to changing legislative priorities;
- An ability to work collaboratively;
- An ability to work under pressure and perform multiple tasks.

Added qualifications for research and fiscal staff include:

- J.D. or graduate degree;
- Superior writing and research skills;
- Excellent analytical skills;
- An ability to communicate in a concise and effective manner;
- For fiscal positions, strong quantitative and Excel skills.

Added qualifications for support staff include:

- Exceptional spelling and grammatical skills;
- An ability to produce high quality work with a high level of attention to detail and, for some positions, accurate typing skills.



Research & Fiscal Staff

Staff Qualifications

The research staff is organized, by subject matter, into divisions (e.g., Human Services, Education, and Judiciary), each of which is supervised by a division chief. Each research staff member is assigned to one of LSC's several divisions and has responsibility for staffing at least one of the House and Senate standing committees or subcommittees. Staff responsibilities also include:

- Drafting legislation and amendments;
- Analyzing legislation;
- Conducting legal research;
- Obtaining information for legislators;
- Responding to legislators' questions;
- Meeting with individual legislators.



As with research staff, the fiscal staff is supervised by division chiefs. The fiscal staff, however, is organized slightly differently; budget analysts and economists are assigned specific agencies to monitor or have specific economic analysis responsibilities. Some of the duties for this area of the staff include:

- Writing fiscal analyses of pending legislation;
- Drafting appropriations language;
- Monitoring state revenues and expenditures and providing economic forecasts to the General Assembly.

Fiscal and research staff work closely together and often are assigned to work collaboratively on bill drafts, research assignments, and special staff studies.

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Support Staff

The support staff includes sections that are primarily responsible for analysis and fiscal note typing, bill preparation, document duplication and distribution, general word processing, and resolution typing. Except for information technology, bookkeeping, and personnel staff who report directly to one of the LSC directors, the support staff is supervised by the LSC support staff supervisor.

The support staff facilitates the completion of the work produced by the research and fiscal staff for members of the General Assembly. Other important support staff responsibilities include:

- Proofreading all assignments;
- Delivering completed assignments to members' offices;
- Maintaining bill and research files;
- Tracking assignments for legislators;
- Designing and preparing in-house publications;
- Conducting the day-to-day operations of LSC including ordering supplies and maintaining office equipment;
- Providing computer support and training to LSC staff;
- Maintaining the LSC computer equipment and network;
- Maintaining the agency's web site;
- Providing bookkeeping and personnel services to LSC and other legislative agencies.

