



MASSACHUSETTS HOUSE OF REPRESENTATIVES

Position Title: Researcher

Agency Overview:

The Massachusetts House of Representatives ("House") is comprised of 160 independently elected Members, each representing a district of approximately 43,000 people.

Position Overview:

The Researcher performs research related to matters that come before the Committee. They interact with legislators, administrative officials, and stakeholders to support Committee legislative priorities. They are responsible for research, communication, general administration and other duties as assigned.

Reports to:

Reports to the Chair of the Committee and at the discretion of the Chair, to the Staff Director or Research Director.

Essential Duties & Responsibilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Nothing in this job description restricts the Chair's right to assign or reassign duties and responsibilities to this job at any time for any reason.

Responsibilities/Essential Functions:

- Under the direction of the Committee Chair, Staff Director and/or Research Director provides information for public hearings and executive sessions, writes memoranda and prepares research material as required;
- Prepares drafts of legislative documents and outgoing communication such as amendments, press releases, hearing notices, letters of testimony, legislation, bills, and talking points;
- Assists in coordinating hearings and informational briefings;
- Work with committee staff to plan outings and briefings for members, and staff all relevant committee events;
- Maintains records and compiles background materials and information;
- Tracks bills through the legislative process;
- Prepares briefing materials and bill summaries;
- Responds to inquiries from legislators, staff, agency representatives, constituency groups and/or the general public regarding bill language and/or bill status;
- Assists with organizing committee hearings, providing support throughout the hearing process such as recording votes, filing amendments, posting hearing notices, reserving hearing rooms, and obtaining necessary supplies;



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- Performs various administrative tasks necessary for carrying out legislative functions;
 - Provides coaching and guidance to Legislative Aides and interns as needed;
 - Utilizes research data bases;
 - Utilizes Microsoft Office Suite;
 - Able to operate in a fast-paced professional office environment; handle or operate standard office equipment, and occasionally lift up to 10 pounds.

Required Skills/Attributes:

- Ability to interact and work with different communities and personalities in a professional and helpful manner;
- Ability to multi-task effectively, work independently and meet deadlines on short notice;
- Experience presenting complex data, analyses and information in easily understood formats;
- Excellent research, analytical and interpersonal skills;
- Excellent writing and communication skills;
- Ability to communicate with members and colleagues effectively and provide and receive feedback professionally;
- Able to use standard office equipment and technology;
- Ability to follow-up and complete tasks.

Education/Experience Qualifications:

- Bachelor's degree required in relevant field;
- Prior legislative or related work experience for elected or appointed officials, advocacy groups or non-profit organizations is preferred.

Position Type/Expected Hours of Work:

This is a full-time, minimum of 37.5 hour per week position. Days of work are typically Monday through Friday. Hours vary and may include evening and weekend work to support the Committee's legislative or constituent activities.