

Posting Date: July 26, 2021

**STATE OF ALABAMA  
LEGISLATIVE SERVICES AGENCY – FISCAL DIVISION  
LEGISLATIVE FISCAL ANALYST**

**\*Starting salary will depend upon relevant education and work experience\***

**PRIMARY RESPONSIBILITIES AND ABILITIES:**

This position reports to the Deputy Director of the Legislative Services Agency - Fiscal Division. This position is an integral part of the Fiscal Division staff conducting in depth research and analyzing legislation for the fiscal impact on State and local governments.

Duties and requirements of the legislative fiscal analyst include, but are not limited to the following:

- Conduct research and analyze legislation for the fiscal impact on State and local governments.
- Review and analyze assigned agency budget requests.
- Draft bills and amendments.
- Lead and/or assist with special projects and publications.
- Handle confidential and non-routine information.
- Must have proficient oral and written communication skills.
- Must work well under pressure and complete tasks within specific deadlines.
- Must be self-motivated.

**MINIMUM EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:**

1. Graduation from an accredited college or university with a master's degree or law degree, **OR** a minimum of three to five years of extraordinary relevant work experience in governmental administration or finance with substantial progress toward completion of course work toward obtaining a master's degree or law degree from an accredited college or university.
2. Proficiency in Microsoft Office and related programs.
3. Legislative process knowledge and experience preferred.
4. Knowledge and understanding of the organization of state government preferred.

*Employees with the Legislative Services Agency maintain a flexible work schedule including extended hours and possible holidays and weekends when the Legislature is in session. The Legislative Services Agency does not offer telework or other work-from-home options absent abnormal circumstances applicable to all employees of the agency and approved by the Director and Deputy Director.*

Qualified applicants must submit a cover letter of interest (minimum of 250 words) stating why you want the position and what makes you the most qualified for the position. Also, your resume, writing samples and a copy of your diploma, pertinent certificate of achievements, and continuing education credits should be included. Submit to: Kirk Fulford, Deputy Director, Legislative Services Agency - Fiscal Division, Suite 613, Alabama State House, 11 South Union Street, Montgomery, Alabama 36130. Information may be submitted electronically to [kfulford@lsa.state.al.us](mailto:kfulford@lsa.state.al.us).

**Equal Opportunity Employer**