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# Wisconsin Legislative Council

Anne Sappenfield, Director



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## Employment Opportunity: Staff Attorney

The Wisconsin Legislative Council is a nonpartisan service agency in the Wisconsin Legislature that employs attorneys and analysts who provide legal and research services to legislative committees, legislators, and legislative staff. The Legislative Council staff is required, by statute, to be strictly nonpartisan.

The Legislative Council seeks a staff attorney to join the agency, with an anticipated start date of June 2020. The position is located in downtown Madison, across from the State Capitol. The position is in the unclassified state service and offers a comprehensive compensation and benefits package. The starting salary is based on relevant work experience and education and is competitive within state service.

### PRIMARY RESPONSIBILITIES

The primary responsibilities of a staff attorney include all of the following:

#### Committee Staffing

- Attend each meeting of a standing committee or study committee to which you are assigned to staff. [Typically, an attorney is assigned to staff three to six standing committees during the legislative session and to staff one to two study committees during the interim period.]
- Provide legal and policy research to the committee, including preparing or presenting background information on topics of interest to the committee.
- Respond to questions from the committee and provide legal interpretation and analysis on bills and amendments that are being considered by the committee, as well as relevant federal or state law.
- Provide written legal interpretations and analyses on bills, amendments, and federal or state law.
- Provide briefings to committee members on bills being considered by the committee.
- Provide advice on topics such as open meetings law and committee procedure.
- Assist in the development of bills and amendments, including providing analysis on the practical and legal effects of changes to state law.
- Advise the committee in its oversight of state agencies, including its role in reviewing proposed administrative rules.
- Develop expertise in the subject matter areas under the jurisdiction of the committee.
- Attend caucus briefings or staff Assembly and Senate floor sessions on bills that were considered by your assigned committees.
- Develop strong working relationships with the chair, ranking minority member, and other members of the committee.

#### Research for Individual Legislators

- Provide legal interpretations and analyses on bills, amendments, and federal or state law, either orally or in writing.

- Provide legal and policy research.
- Assist in the development of bills and amendments, including providing analysis on the practical and legal effects of changes to state law.
- Provide advice on open meetings law, public records law, and legislative procedure.

### **Administrative Rules Review**

- Review and prepare reports on proposed administrative rules that are promulgated by state agencies, including analyzing whether a state agency has statutory authority to promulgate a rule.
- Provide information and analysis to standing committees and individual legislators as they review proposed rules.

### **Publications**

- Write act memos for bills that are enacted into law.
- Write amendment memos for amendments that are adopted by a committee or house of the Legislature.
- Write publications on topics of interest to the Legislature.

### **QUALIFICATIONS**

A qualified candidate will have a Juris Doctor degree from an accredited law school and a license to practice law in the State of Wisconsin (or an expectation to obtain a Wisconsin law license within six months of employment). In addition, a qualified candidate will have the ability to work well in a nonpartisan role; have a strong knowledge of basic legal principles, constitutional law, and federal, state, and local government organization and functions; and be able to work well in a visible and time-sensitive manner.

An ideal candidate will also possess all of the following:

- Interest in working in the legislative branch.
- Experience in interpreting and advising on statutory and case law.
- Significant knowledge and experience in at least one policy area.
- Strong oral and written communication skills.
- Interest in contributing to a collaborative work environment.
- Ability to build strong relationships with legislators and legislative staff.
- Knowledge of parliamentary procedure.

### **TO APPLY**

The deadline to apply for this position is **February 28, 2020**.

To apply, submit the following application materials: (1) resume; (2) law school transcript; and (3) two-page statement of interest that describes your interest in, and qualifications for, the position. Application materials should be submitted to Kelly Mautz, Executive Assistant to the Director, Wisconsin Legislative Council, One East Main Street, Suite 401, Madison, WI 53703-3382, or [lcapp@legis.wisconsin.gov](mailto:lcapp@legis.wisconsin.gov). Email is preferred.

We are an Equal Opportunity Employer seeking a diverse and talented workforce.