

## **SENATE LEGISLATIVE SERVICES EMPLOYMENT OPPORTUNITY**

**The Executive Director of Legislative Services** is a nonpartisan employee who has overall responsibility for the administration and management of the staff of Senate Legislative Services and provides overall direction for its functions and activities. The Executive Director performs administrative and coordination functions and provides the most advanced and responsible legal counseling and legislative consultation, research, and drafting support. The Executive Director serves as the liaison between the Senate, Senate Secretary, and Senate Legislative Services. The position requires analysis and presentation, orally and in writing, of substantive and statistical data and preparing legislative instruments. The position involves monitoring implementation, execution, and interpretation of legislation; use of independent judgment, tact and professional discretion; and unusual or complex research and drafting. The position entails overtime work, particularly prior to and during legislative sessions, and in-state travel.

### **MINIMUM QUALIFICATIONS**

Possession of license to practice law in Louisiana and professional level experience in personnel administration which includes responsibility for such functions as planning, staffing, and organization.

### **APPLICATIONS**

Interested persons should submit a completed Senate application form ([attached](#)) and applicable college transcripts to the Senate Human Resource Director no later than midnight December 3, 2021 by email, mail, or hand delivery.

Email – [dessellb@legis.la.gov](mailto:dessellb@legis.la.gov)

Mail – Senate Human Resource, Attn: Brittany Desselle, P.O. Box 94183, Baton Rouge, LA 70804.

Hand Delivery – Brittany Desselle, Capitol Annex. Room, B-9.