

**ASSISTANT FISCAL COUNSEL
FISCAL DIVISION
HOUSE OF REPRESENTATIVES**

Definition:

Assistant Fiscal Counsel is a non-partisan position designed to assist all 101 House Members with projects and legislation associated with legal and fiscal issues. The position coordinates and prepares legal and fiscal analyses for all aspects of the State's fiscal operations, as well as, develop, coordinate, and draft legislation for fiscal and budget related aspects of the State. Job assignments are primarily assigned to the position by the Chief Counsel and Fiscal Director for the House of Representatives.

Examples of Work Performed:

- Conduct legal and fiscal analyses and research for members of the Legislature as requested;
- Draft legislation related to the state budget, revenue, and finance;
- Staff legislative committee hearings, including the Joint Committee on Appropriations and Budget;
- Assist House Members in negotiations with Senate and Executive Branch counterparts, concerning the preparation of budget estimates, proposals, and legislation;
- Assist policymakers in the assessment, development, and implementation of their fiscal policy goals;
- Coordinate meetings and efforts with staff counterparts in the State Senate and Executive Branch;
- Direct, maintain, and document information exchanges between the Legislature and state agencies related to certain legal and fiscal reporting requirements; and
- Identify and understand the legal implications of federal and tribal policy as they relate to Oklahoma's budgetary and revenue policies.

Desired Knowledge and Skills:

- Negotiating and achieving assigned objectives;
- Establishing and maintaining effective working relationships;
- Drafting legislation and preparing legal memoranda;
- Organizing, analyzing and presenting data and information clearly and concisely;
- Explaining legal issues to decision-makers not trained in the legal field;
- Analyzing state revenue and expenditure reports; and
- Evaluating agency program management.

Education and Experience:

Must be an active member or be on-pace to become an active member of the Oklahoma Bar Association.