

JOB DESCRIPTION



Title: Minority Deputy Finance Director

Reports to: Minority Finance Director

Summary of Position: Provides fiscal, legislative and policy analysis to the Minority Caucus in the formulation and implementation of budgetary and legislative strategies and objectives. Works at the direction of the Minority Chief of Staff, the Minority Director of Policy, and the Minority Director of Finance.

Essential functions include:

1. Researches, prepares, analyzes, and summarizes bills, amendments and other legislative and fiscal issues while staffing legislative committees for the Minority Caucus
2. Works with stakeholders, such as governmental agencies, organizations and advocacy groups to gather and share information related to fiscal and legislative matters
3. Consults with legislators, legislative staff, and Legislative Service Commission staff on legislative and fiscal issues
4. Works in coordination with Minority Caucus staff and legislative staff of Minority Caucus members to achieve Caucus objectives
5. Completes additional tasks as assigned by the Minority Leader, the Minority Chief of Staff, the Minority Director of Policy, and the Minority Director of Finance.

Knowledge Skills and Abilities:

- Understands legislative process and terminology
- Understands state government
- Knowledge of state budgeting process
- Experience with Microsoft Office
- Conducts legislative and policy research
- Communicates effectively both orally and in writing
- Multitasks and prioritizes work to meet deadlines
- Maintains a professional demeanor in any and all circumstances
- Ensures confidentiality while handling sensitive work
- Works as part of a team
- Flexible and agile

Minimum Qualifications:

- Bachelor's Degree
- One year of relevant experience

Salary: \$75,000 - \$80,000

How to apply: Please send cover letter and resume to:

Pamela Wilson, Personnel Officer
Minority Caucus
Ohio House of Representatives
pamela.wilson@ohiohouse.gov

Deadline: July 31, 2026