

18-26 ASSISTANT ANALYST

Tax Analysis Division

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. CBO's [Tax Analysis Division](#) is seeking an Assistant Analyst. The division's responsibilities include making projections of tax revenues, analyzing tax data, developing economic and statistical forecasting models, responding to Congressional requests, estimating the revenue effects of some legislation, preparing Congressional testimony, and writing research reports about tax policy.

The analyst will be directly responsible for modeling and making projections of certain revenue sources, for estimating the effects of selected legislative proposals on revenues, for tracking revenue bills through the legislative process, for maintaining CBO's databases related to federal revenues, and for providing research assistance and technical support to other analysts in the division. The analyst will also have extensive interactions with others in various legislative and executive branch agencies. Assistant Analysts typically pursue professional or graduate degrees in fields such as economics, public policy, and law following their two-to-three-year appointments at CBO.

Qualifications

Candidates must have a bachelor's degree in economics or a related field with significant quantitative coursework. Furthermore, they must have:

- Strong organizational skills and attention to detail;
- Outstanding quantitative skills, including facility with Microsoft Excel and other statistical software packages or programming languages;
- Excellent communication and interpersonal skills;
- The ability to work well with senior staff, work independently, and meet deadlines; and
- An interest in the Congressional budget process.

This position is only for candidates who have or are obtaining a bachelor's degree; it is not for those who have or are obtaining a master's degree.

Salary and Benefits

The salary will range from \$42,000 to \$48,000, and will be commensurate with related experience. CBO offers [excellent benefits](#) and a collegial, respectful work environment.

How to Apply

Please submit a cover letter, a résumé, a brief writing sample, an unofficial copy of transcripts, and contact information for three references at www.cbo.gov/careers. Incomplete applications will not be considered. Although there is no deadline, this position may be closed any time after April 23, 2018. This position is covered by the Veterans Employment Opportunities Act of 1998, as made applicable to CBO by the Congressional Accountability Act, as amended.

Contact

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