17-24 ASSISTANT ANALYST
Income Security and Education Cost Estimates Unit

Budget Analysis Division

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. CBO's Budget Analysis Division seeks an assistant analyst for a period not to exceed three years to work in its Income Security and Education Cost Estimates Unit, which provides analysis of Social Security, income security, nutrition, and housing programs. The assistant analyst provides support to other analysts in the unit through data collection and analysis (including statistical programming) and research assistance. The assistant analyst also provides independent cost analysis of some federal programs. Much of that work is done on a quick-turnaround basis, in response to the needs of Congressional committees.

The Congress relies on CBO’s work to prepare its annual budget plans, review the President’s budgetary proposals, and evaluate the budgetary effects of legislation. CBO’s analysts work closely with Congressional staff and agency officials; they have wide-ranging responsibilities and play a significant role in the legislative and budget process.

Qualifications
Applicants must have a bachelor’s degree in economics or a related discipline. The position requires a person who can work well as part of a team, take the initiative to gather suitable data to address policy questions, and complete projects in a timely manner. Candidates must have strong quantitative and writing skills, be adept at using spreadsheets, and have some familiarity with statistical software. In addition, candidates should be able to accurately interpret and analyze legislative proposals, often handling multiple assignments at the same time, and have a desire to work on income security and education issues of current interest to the Congress. This position is only for those with or obtaining a bachelor's degree; it is not for those who have, or are completing, a master's degree.

Candidate must have, or be able to get, a favorably adjudicated Public Trust (Tier 2) Investigation which includes a credit check. A higher level security clearance may be accepted in place of the Public Trust.

Salary and Benefits
The salary is $40,000 to $44,000 per year; the salary will be commensurate with related experience. CBO offers excellent benefits and a collegial, respectful work environment.

How to Apply
Please submit a cover letter, résumé, brief writing sample, unofficial transcripts, and contact information for three references online at www.cbo.gov/careers. Only complete applications will be considered. To ensure consideration, please apply by June 12, 2017. This position is governed by the Veterans Employment Opportunities Act, as made applicable by the Congressional Accountability Act, as amended.

Contact
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