

# 15-19 ASSISTANT ANALYST

---

## Tax Analysis Division

The Congressional Budget Office (CBO) is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. The Tax Analysis Division is seeking candidates for an assistant analyst position not to exceed three years. The division is responsible for producing budget estimates and policy analyses involving tax and revenue issues—including developing CBO's official 10-year "baseline" budget estimates, responding to Congressional requests, tracking revenue bills through the legislative process, estimating the revenue effects of some legislation, preparing CBO testimony on tax-related matters, conducting long-term policy research on tax issues, and writing CBO reports on tax topics.

Assistant analysts are involved in estimating federal revenues, analyzing tax policy issues, and providing support to other members of the Tax Analysis Division. The analyst in this position will have direct responsibility for the development of baseline budget estimates for certain revenue sources, for tracking revenue bills through the legislative process, for estimating the revenue effects of selected proposals, and for the maintenance of databases on revenues from all sources. The work will include extensive personal contact with others in the legislative and executive branches. The position requires a facility for quantitative work, including economic modeling and budget tracking.

### ***Qualifications***

The ideal candidate will have a bachelor's degree in economics or a related field and a strong economic and quantitative background. In addition, the position requires excellent communication and interpersonal skills, strong computer skills, the ability to work independently and meet deadlines, and an interest in the Congressional budget process. The position also requires a person who can work well with a number of senior staff members and take the initiative to gather suitable data to address policy options. Note: This is an entry-level position for people with an undergraduate degree and is not for those who have a graduate degree or will obtain one within the next year.

### ***Salary and Benefits***

The salary range is \$37,000 to \$43,000, and the salary will be commensurate with related experience. CBO offers excellent benefits and an appealing work environment.

### ***How to Apply***

Please submit a cover letter, résumé, brief writing sample, unofficial copy of transcripts, and contact information for three references online at [www.cbo.gov/careers](http://www.cbo.gov/careers). Incomplete applications will not be considered. Although there is no deadline, this position may be closed when CBO has received a sufficient number of applications from qualified candidates.

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***

Nancy Fahey or Holly Boras, Washington, DC, 202-226-2628, [careers@cbo.gov](mailto:careers@cbo.gov)



**Congressional Budget Office**

www.cbo.gov  
EEO/M/F/V/D