

**INTERNAL AND EXTERNAL POSTING
TEXAS HOUSE OF REPRESENTATIVES**

ASSISTANT BILL CLERK

(2 session positions)

GENERAL DESCRIPTION:

Performs routine and complex legislative and administrative support and technical assistance in the House Chief Clerk's Office. Assists other office staff in various activities related to processing legislation and legislative information. Work is performed under the supervision of the Chief Clerk and senior staff of the Chief Clerk's Office with some latitude for the exercise of independent judgment. Must have flexibility to work extended hours and weekends when required. Must adhere to department policy and procedures.

EDUCATION AND EXPERIENCE:

Graduation from a standard senior high school or equivalent, plus two years of college. Two years of appropriate work experience may be substituted for college work. Should have some experience and knowledge of modern office practices and administrative procedures. Legislative experience helpful.

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of office practices and administrative procedures. Skill in the use of personal computers and software. Ability to understand and interpret house policies and procedures. Ability to learn specialized computer applications used in processing legislative information. Ability to type. Ability to interpret and implement complex procedures used for processing legislation and legislative information. Ability to interact on a professional level and work effectively with legislators, legislative staff, and the public. Ability to work extended hours and to work under pressure to meet deadlines.

GENERAL SALARY INFORMATION:

SALARY: \$2,510.00 per month

OPENING DATE: September 18, 2018
Job commitment until May 31, 2019

CLOSING DATE: Until filled

APPLY TO: Texas House of Representatives
Payroll/ Personnel Department
P.O. Box 2910
Austin, Texas 78768

FOR MORE INFORMATION: Robert Haney
Chief Clerk
(512) 463-0845

Please Note: Only applicants scheduled for an interview will be contacted. The House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.