



TEXAS HOUSE OF REPRESENTATIVES

INTERNAL AND EXTERNAL JOB POSTING

Clerk I Messenger

(Full-time and Part-time positions as a Temporary Session Employee)

SUMMARY: Performs routine administrative and clerical work under the supervision of the House Sergeant-at-Arms. This is an excellent opportunity for college or other candidates seeking to gain valuable experience and general knowledge of the Texas House of Representatives.

ESSENTIAL JOB DUTIES:

- Responsible for the retrieval, confidentiality, record-keeping, and routing/delivery of important agency documents. Assignments are received either orally or in writing and are performed in a timely manner throughout the day.
- Works under moderate supervision and in accordance with established procedures. Decisions involving policy or change in procedure are referred to a supervisor.
- Work is subject to review for accuracy and compliance with procedure.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE: Graduation from high school or equivalent. Graduation from an accredited college is generally preferred. Education and experience may be substituted one for another.

KNOWLEDGE, SKILLS & ABILITIES: General knowledge of state government policies and procedures preferred, but not required. Applicant must also be able to communicate effectively and professionally with members, staff and the general public. Skill in the use of computer, applicable software and desktop applications. Must be able to work in fast-paced and rapidly changing environment. Must be able to meet strict deadlines. Must have flexibility to work extended hours and weekends as required. Must adhere to department dress code and demonstrate the ability to follow all policies and procedures as set forth in the Personnel Manual.

GENERAL SALARY INFORMATION:

SALARY RANGE: \$1,807.00 per month for full-time positions.
Salary and work hours for part-time positions are based on need and availability.
This is a temporary position with a job commitment until August 31, 2021.

OPENING DATE: October 2, 2020

CLOSING DATE: Until Filled

APPLY TO: Texas House of Representatives

To be considered an applicant for this position, you must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

Mail employment application(s) and resume(s) to:

Texas House of Representatives
Payroll/ Personnel Department
PO Box 2910
Austin, Texas 78768

Please Note: Only applicants scheduled for an interview will be contacted. The Texas 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 provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.