



# HOUSE RESEARCH ORGANIZATION

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## **Position Available SESSION ADMINISTRATIVE CLERK**

The House Research Organization, a nonpartisan research staff of the Texas House of Representatives, is seeking an administrative clerk for a full-time position to begin immediately and last through August 2021. The salary is \$3,000 a month.

During legislative sessions, the HRO publishes the *Daily Floor Report*, which includes analyses of bills scheduled for debate by the House. Between sessions, the HRO produces reports on issues of interest to the Texas Legislature.

The administrative clerk helps with daily office operations. The position requires the ability to communicate effectively and professionally with other House offices and the public. The administrative clerk assists with administrative personnel matters, maintaining the office filing system, organizing meetings, scheduling appointments, helping to ensure equipment and supplies are available and functioning properly, and other administrative tasks as needed. During legislative sessions, the administrative clerk also helps track staff assignments and assists with production and distribution of the *Daily Floor Report*, among other responsibilities.

Skill in organization, time management, interpersonal communication, and electronic communication and organization are required. The preferred candidate will have clerical and administrative experience and be able to adjust to a fast-paced and rapidly changing environment. Previous state legislative experience is preferred.

Applicants should email a resume, a House of Representatives employment application (available at <http://www.house.state.tx.us/media/pdf/application.pdf>), and a cover letter explaining their qualifications and interest in the position. The House of Representatives employment application must be printed, completed, scanned, and sent as an electronic file. Please write in the subject line of the email "2020 administrative clerk application" and send the required documents to: [HROadmin@house.texas.gov](mailto:HROadmin@house.texas.gov).

Applications will be acknowledged promptly, so please do not telephone. The application deadline is 5 p.m., Nov. 23.

*The House Research Organization 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.*