

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

Applications Are Now Being Accepted for the Position of:

**CLERK I - MESSENGER**

**(Full-time and Part-time positions available)**

GENERAL DESCRIPTION: Performs routine administrative and clerical work under the supervision of the Sergeant-at-Arms. 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 related work as assigned.

EDUCATION AND EXPERIENCE: Graduation from a standard high school or equivalent is preferred. Should have experience in general office operations and procedures of the Sergeant's office. Should have experience in the operation of copiers and other related office equipment. This is an excellent opportunity for college or other candidates seeking to gain valuable experience and general knowledge of the Texas House of Representatives.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of basic office principles and operations. Skills in the operation of various copiers and the ability to maintain supplies needed in the operation of this equipment. Ability to understand and follow oral and written instructions and to work under the pressures of time constraints and priority situations. Ability to interact on a professional level and work effectively with legislators, legislative staff, and the general public. Must have flexibility to work extended hours and weekends when required. Must adhere to department policy and procedures.

GENERAL SALARY INFORMATION:

**SALARY** \$1,807.00 per month for full-time positions. Salary and work hours for part-time positions are based on need and availability.

**OPENING DATE:** November 15, 2019

**CLOSING DATE:** Until Filled

**APPLY TO:** Payroll/Personnel Department  
Texas House of Representatives  
John H. Reagan Building, Room 210  
Austin, Texas 78701

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 of the provisions of services. In compliance with the American with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.