



Dan Patrick
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DATA TRANSCRIPTION TECHNICIAN I

POSTING NUMBER **21007**

DATE POSTED	September 8, 2021	APPLICATION DEADLINE	September 21, 2021
DEPARTMENT	Document Production Division/Data Transcription Section		
SALARY	Monthly salary is commensurate with experience. A generous benefit package is also available. Please click here for more information.		
DESCRIPTION	Operates document management systems to produce legislative and non-legislative documents. Enters and updates data in council databases. Performs detailed tasks using Windows-based applications and functionality. Performs online document changes. Works under general supervision with some latitude for the use of initiative and independent judgment.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none">• Operating PC-based document management systems to input, extract, and revise documents.• Creating and maintaining documents in PC-based software applications.• Entering and updating data in local statutes and other databases.• Performing tracking duties.• Importing and exporting documents between various applications.• Using scanner and OCR software for producing document text.• Processing documents from section printers and delivering them to proofreading section.• Processing cleanup parchments for the chief clerk as needed.• Performing statute tasks and other statute corrections for the Automated Statute Update Project.• Reviewing scanned files against hard copies of council documents for the TLC Document Scanning Project.• Acting as backup for other positions.• Acting as a mentor for sessional staff.• Participating in cross-training and continuing education activities.• Participating in task forces and contributing to innovation and continuous improvement of processes, products, and services.• Performing other duties as assigned.		



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QUALIFICATIONS

Minimum qualifications for this position include:

- High school diploma or equivalent.
- Satisfactory performance as a sessional data transcription technician preferred.
- Knowledge of and ability to use council document management systems and section computer tools.
- Basic knowledge of XML preferred.
- Basic knowledge of applicable LAN applications.
- Skill in using Windows-based PC applications.
- Skill in accurately inputting data.
- Skill in using Outlook correspondence and scheduling system.
- Skill in operating section equipment.
- Ability to use scanner and OCR software.
- Basic knowledge of the legislative process and state government.
- Basic knowledge of council style and format of drafts, legislative correspondence, and other types of documents.
- Skill in working from edited copy or creating original documents using macros and special command functions to assist in layout and rapid production of documents.
- Skill in reading and interpreting editing and proofreading markup.
- Ability to instruct and motivate others.
- Skill in communicating effectively, both orally and in writing.
- Ability to respond to rapidly changing pace and workload and cope with deadline pressures.
- Ability to work at tasks requiring meticulous attention to detail.
- Ability to work effectively on a team.
- Ability to maintain accepted standards of professional office attire and demeanor.
- Ability to maintain confidentiality of material and information.
- Ability to work flexible hours, overtime, weekends, and on-call duty.
- Ability to maintain regular and punctual attendance.

TO APPLY

To be considered, an applicant must submit a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

Email

TEXAS LEGISLATIVE COUNCIL

P.O. Box 12128, Capitol Station | Austin, Texas 78711-2128 | (512) 463-1155



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TLCCareers@tlc.texas.gov (preferred method)

Fax
(512) 936-1064

Mail
Human Resources Office
Texas Legislative Council
P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128

As a condition of employment, legal proof of authorization to work in the U.S. must be provided.

Requests for accommodation and/or services in the application process should be made to the above-cited contact.