



Legislative Delivery Assistant

POSTING NUMBER **22001**

DATE POSTED	September 13, 2021	APPLICATION DEADLINE	September 24, 2021
DEPARTMENT	Document Production Division/Document Processing Section		
SALARY	\$2,697.08 per month. The council also offers a generous benefits package. Please click here for more information.		
DESCRIPTION	Provides specialized delivery services of drafts, legislation, publications, calendars, and other related documents. Facilitates the movement of documents throughout the Texas Legislative Council (TLC) and Capitol Complex. Maintains document records and aids in the digitization of TLC documents.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none">• Performing scheduled and called runs throughout the TLC and Capitol Complex.• Delivering legislative documents to legislators and legislative agencies.• Representing the TLC to legislative clients throughout the Capitol Complex.• Delivering large volumes of legislative documents to the chief clerk.• Facilitating the house bill signing process in the house and senate chambers.• Answering phone calls from legislative offices.• Organizing and distributing legislative calendars and documents.• Tracking document movement in proprietary computer applications using computers and mobile technology.• Performing filing and records maintenance.• Assisting with publication and mailing preparation and delivery.• Preparing documents for digital preservation.• Performing other duties as assigned.		
QUALIFICATIONS	Experience and Education: Computer experience required. High school diploma or equivalent. Minimum qualifications for this position include:		

TEXAS LEGISLATIVE COUNCIL

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



Dan Patrick
Lieutenant Governor
Joint Chair

Jeff Archer
Executive Director

Dade Phelan
Speaker of the House
Joint Chair

- Knowledge of general office procedures.
- Knowledge of professional dress and protocol.
- Ability to maintain professional appearance and demeanor.
- Ability to maintain confidentiality of material and information.
- Ability to maneuver carts and heavy stacks of paper.
- Ability to respond effectively to rapidly changing pace and workload.
- Ability to cope with deadline pressures.
- Ability to work effectively on a team or independently.
- Skill in sorting, organizing, and analyzing information.
- Skill in communicating effectively, both orally and in writing.
- Skill in using Microsoft Office and other Windows-based PC software applications.
- 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

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.