



Dan Patrick  
Lieutenant Governor  
Joint Chair

Jeff Archer  
Executive Director

Dade Phelan  
Speaker of the House  
Joint Chair

## Legislative Delivery Assistant

POSTING NUMBER **24019**

DATE POSTED	<b>July 23, 2024</b>	APPLICATION DEADLINE	<b>August 5, 2024</b>
DEPARTMENT	Document Production Division/Document Processing Section		
SALARY	\$3,072.08 per month. Generous benefit package is also available. Please click <a href="#">here</a> for more information.		
DESCRIPTION	Retrieves, tracks, and delivers drafts and legislative documents. Performs transmittals and signing procedures. Delivers mail, documents, and other items to all Texas Legislative Council staff and throughout the Capitol Complex. Prepares and sets up draft files for digital archiving. Performs routine clerical duties and assists with special projects. Works under close supervision and instruction.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none"><li>• Delivering drafts, legislative documents, publications, and other legislative components to internal and external clients.</li><li>• Staying on task and completing duties in a timely manner.</li><li>• Performing signings of house bills.</li><li>• Transporting large volumes of documents on carts throughout the Capitol Complex.</li><li>• Sorting, logging, and maintaining daily delivery and transmittal records and running work volume status reports.</li><li>• Filing, retrieving, and maintaining numerically ordered security records in secure records area.</li><li>• Removing staples, repairing torn documents, restoring folded documents, and mounting documents for digital archiving.</li><li>• Assisting with copying, answering phones, tracking, filing, mail-outs, and special projects.</li><li>• Participating in cross-training, cross-functional projects, and continuing education activities.</li><li>• Acting in accordance with established standards of conduct.</li><li>• Providing project support and performing other duties as assigned.</li></ul>		

## QUALIFICATIONS

Minimum qualifications for this position include:

### Experience and Education

- Computer experience required.
- High school diploma or equivalent.

### Knowledge, Skills, and Abilities

- Knowledge of general office procedures.
- Knowledge of professional dress and protocol.
- 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 organize numerically and alphabetically.
- Ability to work on tasks requiring meticulous attention to detail and maintain a high level of accuracy.
- 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.
- Ability to work independently.
- Ability to maintain professional appearance and demeanor.
- 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](mailto: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.**