



Legislative Document Transcription Specialist – Sessional 8 temporary, full-time positions. Possibility of regular employment following session. (October 1, 2024 – June 2, 2025)

POSTING NUMBER **24020**

DATE POSTED	August 1, 2024	APPLICATION DEADLINE	Until Filled
DEPARTMENT	Document Production Division/Data Transcription		
SALARY	\$3,500.00 per month. Salary commensurate with experience. Generous benefit package is also available. Please click here for more information. Vacation balance paid out for those with 6 months of continuous state service and compensatory time balance paid out upon completion of satisfactory work performance maintained through June 2, 2025.		
DESCRIPTION	Operates document management applications to produce legislative and nonlegislative documents. Uses language comprehension and grammar skills to parse technical legal language for entry into legislative databases. Performs online document changes. Works under close supervision and instruction and in compliance with prescribed procedures, including review by senior staff. The Texas Legislative Council allows for hybrid remote work in certain circumstances.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none">• Creating and maintaining legislative and nonlegislative documents using proprietary and nonproprietary software applications.• Operating XML-based document management applications to input, extract and revise documents.• Using OCR software for producing draft text.• Preparing legislation for engrossment and enrollment.• Performing basic document tracking duties.• Performing other duties as assigned.		
QUALIFICATIONS	Minimum qualifications for this position include: <u>Experience and Education:</u> <ul style="list-style-type: none">• Satisfactory performance required on typing and spelling tests.		

- Computer experience required.
- Postsecondary education or equivalent work experience preferred.
- Work experience and education may be substituted for one another.

Knowledge, Skills and Abilities:

- Thorough knowledge of language, vocabulary, grammar, and spelling.
- Skill in using Windows-based PC software applications.
- Skill in working with XML.
- Skill in working from edited copy.
- Skill in utilizing reference materials effectively.
- Skill in reading and interpreting editing and proofreading markup.
- Skill in oral and written communication.
- Skill in communicating effectively, both orally and in writing.
- Skill in using Outlook correspondence and scheduling system.
- Ability to work with multiple software applications in tandem and to quickly learn proprietary software.
- Ability to use OCR software.
- Ability to work independently.
- Ability to accept constructive feedback of work performance by supervisors.
- Ability to input data accurately.
- Ability to work effectively on a team.
- Ability to respond to rapidly changing workload pace and to cope with deadline pressures.
- Ability to work on tasks requiring meticulous attention to detail.
- Ability to maintain professional appearance 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

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.