



Dan Patrick
Lieutenant Governor
Joint Chair

Jeff Archer
Executive Director

Dade Phelan
Speaker of the House
Joint Chair

Proofreader – Sessional

(October 1, 2024 - June 2, 2025, with starting dates of 10/1/2024 and 11/1/2024)

10 temporary, full-time positions, with possibility of regular employment following session

Two shifts available: an early shift and a late shift

Position allows for hybrid remote work under certain circumstances

POSTING NUMBER **24022**

DATE POSTED	August 19, 2024	APPLICATION DEADLINE	Until Filled
DEPARTMENT	Document Production Division/Proofreading		
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	<p>This is a sessional position running through June 2, 2025, with the possibility of regular employment following session, depending on performance. Duties include proofreading electronic documents using copyediting and research skills to suggest necessary improvements; proofreading legislative documents, print publications, resolutions, and correspondence for grammar, spelling, accuracy, and format consistency; and ensuring accuracy of statutory language.</p> <p>Work is performed under close supervision and instruction and in compliance with prescribed procedures, including review by senior staff. Hybrid remote work is allowed under certain circumstances.</p>		
RESPONSIBILITIES	<p>Primary responsibilities for this position include:</p> <ul style="list-style-type: none">• Digitally proofreading documents produced by legal and research staff (including bill drafts, legislation, resolutions, and correspondence) for grammar, spelling, accuracy, and format consistency.• Working with reviewers and legal editors to ensure accuracy.• Tracking documents electronically.• Utilizing reference resources and proprietary software applications.		

- Performing other duties as assigned.

QUALIFICATIONS

Minimum qualifications for this position include:

Experience and Education:

- Satisfactory performance on a proofreading test, an editing test, and a spelling test required.
- Some experience as a proofreader or editor preferred.
- Bachelor's degree or equivalent preferred.
- Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities:

- Thorough knowledge of language, vocabulary, grammar, and spelling.
- High-level reading comprehension.
- Skill in using reference materials effectively.
- Skill in working from edited copy.
- Skill in communicating effectively, both orally and in writing.
- Ability to work on tasks requiring meticulous attention to detail.
- Ability to work independently.
- Ability to work well and diplomatically with others.
- Ability to work effectively with others in a confined work area.
- Ability to work under deadline pressure.
- Ability to work flexible hours, overtime, weekends, and on-call duty.
- Ability to accept constructive criticism of work performance by reviewers and supervisors.
- Ability to maintain confidentiality of material and information.
- Ability to maintain professional appearance and demeanor.
- Ability to maintain regular and punctual attendance.
- Ability to respond to rapidly changing pace and workload.
- Ability to work with multiple software applications in tandem and quickly learn proprietary software.

TO APPLY

To be considered, an applicant must submit a cover letter and 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.