



Dan Patrick  
Lieutenant Governor  
Joint Chair

Jeff Archer  
Executive Director

Dade Phelan  
Speaker of the House  
Joint Chair

**Print Specialist I – Sessional**  
**6 temporary, full-time positions. Possibility of regular employment following session.**  
**(November 1, 2024 – June 30, 2025)**

POSTING NUMBER **24023**

DATE POSTED	<b>September 3, 2024</b>	APPLICATION DEADLINE	<b>Until Filled</b>
DEPARTMENT	Document Production Division/Printing Section		
STARTING SALARY	\$3,055.00 per month. Salary commensurate with experience. Generous benefit package is also available. Please click <a href="#">here</a> for more information.		
DESCRIPTION	Performs routine work on cut-sheet printers, pre- and post-finishing devices, scanners, and personal computers. Processes requests and prepares legislative documents and publications for delivery. Works under general supervision with some latitude for use of initiative and independent judgment.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none"><li>• Operates and executes simple error recovery on all cut-sheet printers.</li><li>• Operates personal computers and scanners.</li><li>• Participates in preparing electronic files for printing using software and scanners as assigned.</li><li>• Submits electronic files to printers.</li><li>• Performs reproduction tasks on printers.</li><li>• Participates in quality control and process monitoring.</li><li>• Performs file management.</li><li>• Operates and adjusts bindery and reproduction equipment.</li><li>• Participates in error recovery and problem solving.</li><li>• Performs stocking, delivery, and related tasks as assigned.</li><li>• Processes and prepares legislative documents and council publications for delivery as assigned.</li><li>• Provides general information to council staff, legislative staff, and general public as assigned.</li><li>• Maintains pertinent records of electronic document files, scanners, personal computers, printers, and related equipment.</li><li>• Participates in cross-training.</li></ul>		

- Performs self-training as directed to increase knowledge and skill on all section printers, scanners, personal computers, software, pre- and post-finishing devices, work-flow processes, and the legislative process.
- Acts as backup for other appropriate positions as assigned.
- Performs other duties as assigned.

## QUALIFICATIONS

Minimum qualifications for this position include:

### Experience and Education

- General digital printer experience required.
- General experience with scanners and associated software required.
- General experience with personal computers, word processing software, e-mail, and the Internet required.
- High school diploma or equivalent required.

### Knowledge, Skills, and Abilities

- Working knowledge of production digital printing.
- Working knowledge of submitting electronic files to digital printers.
- Working knowledge of file management.
- Working knowledge of print drivers.
- Working knowledge of operating and adjusting bindery and reproduction equipment.
- Ability to adapt to rapidly changing pace/workload and cope with deadline pressures.
- Ability to acquire knowledge of council network-based applications.
- Ability to acquire knowledge of draft and legislative documents processed by printing section.
- Ability to maintain regular and punctual attendance.
- Ability to work flexible hours, overtime, and occasional on-call duty.
- Ability to maintain confidentiality of material and information.
- Ability to maintain professional appearance and demeanor.
- Ability to work effectively on a team.
- Ability to perform duties while standing or moving for two-hour periods.
- Ability to work at tasks requiring meticulous attention to detail.
- Ability to take initiative, motivate, and work independently.
- Ability to use technical reference material.
- Ability to communicate effectively orally and in writing.

## 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.**