



Document Processing Technician – Sessional 3 temporary, full-time positions. Possibility of regular employment following session. (November 1, 2024-June 30, 2025)

POSTING NUMBER **24024**

DATE POSTED **September 4, 2024** APPLICATION DEADLINE **September 17, 2024**

DEPARTMENT Document Production Division/Document Processing Section.

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 six months of continuous state service and compensatory time balance paid out upon completion of satisfactory work performance maintained through June 30, 2025.

DESCRIPTION Assembles drafts and legislative documents according to delivery instructions and approved procedures. Performs routine clerical duties and assists with special projects. Works under close supervision and instruction.

RESPONSIBILITIES Primary responsibilities for this position include:

- Reviewing document records for accurate request details and delivery instructions.
- Ensuring documents meet required criteria for delivery and distribution.
- Preparing documents according to approved procedures.
- Tracking activity performed on documents in computer application.
- Submitting work for review.
- Assisting with filing.
- Maintaining confidentiality.
- Performing other duties as assigned.

QUALIFICATIONS Minimum qualifications for this position include:
Experience and Education:

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

Knowledge, Skills, Abilities:

- Knowledge of general office procedures.
- Knowledge of professional protocol.
- Skill in analyzing and organizing information.
- Skill in using Outlook correspondence and scheduling system.
- Skill in communicating effectively, both orally and in writing.
- Ability to work on tasks requiring meticulous attention to detail and maintain a high level of accuracy.
- Ability to respond effectively to rapidly changing pace and workload.
- Ability to maintain confidentiality of material and information.
- Ability to accept constructive feedback of work performance by supervisors.
- Ability to work with multiple software applications in tandem and to quickly learn proprietary software.
- Ability to maintain regular and punctual attendance.
- Ability to work flexible hours, overtime, weekends, and on-call duty.
- Ability to maintain a professional appearance and demeanor.
- Ability to cope with deadline pressures.
- Ability to work effectively on a team.
- Ability to work independently.

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.

