



Administrative Operations Specialist 2 Sessional Positions (January 6, 2025 – August 31, 2025)

POSTING NUMBER 25002

DATE POSTED **October 25, 2024** APPLICATION DEADLINE **November 8, 2024**

DEPARTMENT Research Division/Special Projects Section

SALARY & BENEFITS \$3,500.00 per month. The council provides a strong benefits package, including health, vision, and dental insurance, telecommuting opportunities, and the State of Texas retirement plan, as well as compensatory time and paid vacation, sick leave, and state and federal holidays. For more information on the council's benefits package, click [here](#).

Additionally, council employees receive free garage parking in the downtown area, and we are within walking distance to many different bus routes and other public transportation options.

DESCRIPTION The Administrative Operations Specialist position is a sessional position within the research division of the council that runs through the end of August 2025 with the possibility of regular employment thereafter. This role provides administrative support for all research division staff, specializing in bill analysis operations. Work involves the processing and coordination of legislative analyses and providing phone and e-mail support to legislative clients. Additional responsibilities include tracking legislation, providing workload management, and assisting staff with technical issues. The position works under general supervision, with considerable latitude for the use of initiative and independent judgment.

RESPONSIBILITIES Primary responsibilities for this position include:

- Provides administrative assistance to research division staff.
- Receives, reviews, and assigns requests for the drafting of bill analyses and other legislative analyses.
- Communicates with legislative staff by phone and e-mail; responds to general questions about the draft request process; answers incoming calls and routes to appropriate council staff as required.
- Participates in formal committee clerk training; provides additional guidance to committee staff as needed throughout session.

- Reviews and analyzes incoming submitted documents for accuracy and required information.
- Reviews final draft details and electronically delivers or posts legislative analyses.
- Gathers workload data; prepares, maintains, and shares daily and weekly production reports using Excel.
- Identifies and tracks priority documents; communicates priorities to senior staff; shepherds requests through process to ensure deadlines are met.
- Assists with schedule coordination across multiple teams to ensure completion of requests by deadlines and adequate staff coverage.
- Assists in assembling, maintaining, and electronically distributing schedules of deadlines for requests.
- Troubleshoots technical difficulties for research division staff and coordinates with support team to resolve issues.
- Assists with special projects as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Minimum qualifications for this position include:

Experience and Education

- High school diploma or equivalent. (Graduation from an accredited four-year college or university preferred.)
- Two years of experience in office administration, with preference given to those with experience working through a legislative session.

Knowledge, Skills, and Abilities

- Knowledge of general office practices and administrative procedures.
- Knowledge of legislative process.
- Strong communication and interpersonal skills, including excellent written and oral communication skills, and an ability to collaborate with team members, council staff, and committee staff.
- Skill in assessing project needs and making recommendations about process improvements.
- Intermediate skill in use of Microsoft Word, Excel, and Outlook.
- Ability to provide excellent client service.
- Ability to maintain accuracy and demonstrate strong attention to detail.
- Ability to meet deadlines.
- Ability to adapt and keep pace with a rapidly changing workload and to cope effectively with deadline pressures.
- Ability to work overtime and irregular hours as required, including evenings, weekends, and holidays.

TO APPLY

To be considered, an applicant must submit a resume 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.