



Dan Patrick  
Lieutenant Governor  
Joint Chair

Jeff Archer  
Executive Director

Dade Phelan  
Speaker of the House  
Joint Chair

## Legislative Delivery Assistant - Sessional 5 temporary, full-time positions. Possibility of regular employment following session (January 1, 2025 – June 3, 2025)

POSTING NUMBER 25003

DATE POSTED **October 28, 2024** APPLICATION DEADLINE **November 12, 2024**

DEPARTMENT Document Production Division/Document Processing Section

SALARY \$2,805.00 per month full-time. Generous benefit package is also available. Please click [here](#) for more information. Compensatory time balance paid out upon completion of satisfactory work performance maintained through June 3, 2025.

DESCRIPTION Provides specialized delivery services of drafts, legislation, publications, calendars, and other related documents. Facilitates the movement of documents throughout the Texas Legislative Council (TLC) and Capitol Complex. Maintains document records and aids in the digitization of TLC documents. Performs routine clerical duties and assists with special projects. Works under close supervision and instruction.

RESPONSIBILITIES Primary responsibilities for this position include:

- Performing scheduled and called runs throughout the TLC and Capitol Complex.
- Delivering legislative documents to legislators and legislative agencies.
- Representing the TLC to legislative clients throughout the Capitol Complex.
- Delivering large volumes of legislative documents to the chief clerk.
- Facilitating house bill signing process in the house and senate chambers.
- Answering phone calls from legislative offices.
- Organizing and distributing legislative calendars and documents.
- Tracking document movement in proprietary computer applications using computers and mobile technology.
- Performing filing and records maintenance.
- Assisting with publication and mailing preparation and delivery.
- Preparing documents for digital preservation.
- Performing other duties as assigned.

## QUALIFICATIONS

Minimum qualifications for this position include:

### Experience and Education

- Computer experience required
- High school diploma or equivalent

### Knowledge, Skills, and Abilities

- Knowledge of general office procedures.
- Knowledge of professional dress and protocol.
- Skill in communicating effectively, both orally and in writing.
- Skill in sorting, organizing, and analyzing information.
- Skill in using Microsoft Office and other Windows-based PC software applications.
- Ability to maintain professional appearance and demeanor.
- Ability to maintain confidentiality of material and information.
- Ability to work on tasks requiring meticulous attention to detail and maintain a high level of accuracy.
- Ability to maneuver carts and heavy stacks of paper.
- Ability to respond effectively to rapidly changing pace and workload.
- Ability to cope with deadline pressures.
- Ability to work effectively on a team or independently.
- 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](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.**

