



Legislative Office Consultant I

POSTING NUMBER **25011**

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| DATE POSTED | July 16, 2025 | APPLICATION DEADLINE | July 29, 2025 |
| DEPARTMENT | Information Systems Division/Computer Support Center | | |
| SALARY | \$4,500.00 per month. Generous benefit package is also available. Please click here for more information. | | |
| DESCRIPTION | Supports legislative software. Assesses client business processes, recommends computer solutions, and provides technical support to client groups. Assists in analysis of the legislative work flow, with an emphasis on automated processes and integration between multiple legislative applications. Assists applications project teams in developing and testing software applications. Assists in writing end-user documentation for legislative software. Assists with organizing and conducting one-on-one and group training for legislative client groups. Works independently with supervision from team leader and/or project leader. | | |
| RESPONSIBILITIES | Primary responsibilities for this position include: <ul style="list-style-type: none">• Provides one-on-one training and support.• Supports client group inquiries.• Troubleshoots computer problems (software, PC, printer, mobile, and peripheral devices).• Processes calls and e-mail requests originated by the IT Support Center (Help Desk).• Coordinates the computer setup of new client employees with appropriate IS staff.• Participates in the deployment of new software and hardware, including pre-deployment preparation and post-deployment follow-up visits.• Provides assigned offices with file retention assistance and user ID maintenance.• Assesses client business processes and matches them to the technical tools available.• Provides committee and chamber computer support throughout a legislative session. | | |

- Participates in the development and enhancement of legislative applications.
- Participates in beta testing and quality control for new and existing applications and hardware.
- Assists with producing written documentation of business processes.
- Develops curriculum for client group training classes.
- Maintains computer software skills through group participation, self-motivation, and training.
- Maintains effective communication with team leader and assigned IS project team about technical issues and the status of work planned and completed.
- Participates in routine office visits in assigned offices.
- Performs other duties as assigned.

QUALIFICATIONS

Minimum qualifications for this position include:

Experience and Education

- Experience working with computers.
- Experience working with clients with varying computer skill levels.
- An understanding of the legislative business process is strongly preferred.
- Bachelor's degree in business administration, communication, computer science, education, government, or a related field.
- Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Some knowledge of the legislative business process.
- Some knowledge of political protocol and sensitivity.
- Knowledge of computers and computer terminology.
- Knowledge of the fundamentals of information systems.
- Strong skill in oral and written communication.
- Strong organizational skills.
- Skill in spelling, punctuation, and grammar.
- Skill in customer service and support.
- Skill in diagnosing and solving computer problems.
- Ability to learn a broad range of personal computer applications.
- Ability to work well under pressure and meet deadlines.
- Ability to handle multiple tasks.
- Ability to easily explain technical concepts and procedures.
- Ability to work overtime, including late-night and weekend work throughout a legislative session.
- Ability to maintain confidentiality of material and information.
- Ability to maintain regular attendance and punctuality.
- Ability to work well with others and as a contributing member of a team.

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.