



Legislative Office Consultant I (TLC/SALSA Support)

POSTING NUMBER **25012**

DATE POSTED	July 17, 2025	APPLICATION DEADLINE	July 30, 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 bill drafting software applications. Assesses client business processes, recommends computer solutions, and provides technical support to client groups. Assists in analysis of the legislative bill drafting workflow, with an emphasis on automated processes and integration between multiple legislative applications. Assists applications project teams in developing and testing software applications. Assists with writing end-user documentation for legislative bill drafting software applications. Works independently with some supervision from team leader.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none">• Provides one-on-one training and support.• Troubleshoots computer problems.• Processes calls and e-mail requests originated by the Help Desk.• Supports client and group inquiries received by the TLC Support Team mailbox.• Coordinates the computer setup for client groups' new 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 client groups with file retention assistance and user ID maintenance.• Assesses client business processes and matches to the technical tools available.• Assists with providing chamber computer support with oversight.• Works on long-term projects assigned by team leader.		

- Participates and makes recommendations in application development and enhancements.
- Participates in beta testing and quality control for new and existing applications and hardware.
- Assists with producing written documentation.
- Maintains computer software skills through group participation, self-motivation, and training. Maintains effective communication with team leader regarding technical issues.
- Performs other duties as assigned.

QUALIFICATIONS

Minimum qualifications for this position include:

Experience and Education

- Experience working with computers.
- An understanding of the legislative process is desirable.
- Graduation from a four-year college or university or equivalent.
- Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Some knowledge of the legislative process.
- Knowledge of computers and computer terminology.
- Knowledge of political protocol and sensitivity.
- 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.
- 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 use word processing applications.
- Ability to handle multiple tasks.
- Ability to maintain confidentiality of material and information.
- Ability to maintain regular attendance and punctuality.
- Ability to work well with others and as a member of a team.
- Ability to work overtime.

TO APPLY

To be considered, an applicant must submit a cover letter, 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.