



Legislative Support Professional

POSTING NUMBER **26010**

DATE POSTED	March 20, 2026	APPLICATION DEADLINE	April 2, 2026
DEPARTMENT	Legal Division		
SALARY	<p>\$4,584.00 per month. The council provides exceptional benefits, including paid vacation, sick leave, compensatory time, and state and federal holidays, excellent health, vision, and dental insurance, telecommuting opportunities, and a generous retirement plan. For more information on the council's benefits package, click here.</p>		
DESCRIPTION	<p>The Texas Legislative Council is a nonpartisan agency providing advanced support services to the Texas Legislature. The legislative support professional is a multifaceted position that primarily involves supporting the legal division through the monitoring, receipt, coordination, and distribution of legislative drafting requests throughout the legislative drafting process. Duties include tracking legislative requests, database management, and direct client communications. Legislative support professionals also provide ongoing office management duties and perform special projects that contribute to the efficient operation of the legal division. Work is performed under limited supervision with considerable latitude for the use of initiative and independent judgment.</p> <p>The council's legal division allows for remote work opportunities each week, particularly during the legislative interim, at the discretion of the division director.</p>		
RESPONSIBILITIES	<p>Primary responsibilities for this position include:</p> <ul style="list-style-type: none">• Receiving requests for drafting of legislative documents by legal divisions from legislators and their offices, filling out request forms, and creating drafting requests in an internal legislative database.• Entering into the internal legislative database request information, bill information, and bill document tracking information.• Monitoring legislative draft request queues and running complex reports and searches within the internal legislative database.• Acting as a system administrator for the internal legislative database, which involves updating and maintaining requestors, performers, actions, and subjects for the council.		

- Collaborating with the information systems division on enhancements to and in the development and testing of computer systems and software used by the legal division.
- Answering telephone inquiries relating to bill and document tracking information; assisting clients with general questions about the legislative draft request system; routing calls to the appropriate attorney or management in certain cases.
- Assembling, maintaining, and electronically distributing information regarding legislative documents that have a short deadline for the council employees required to produce the documents.
- Assisting in the training of legal division receptionists, particularly with regard to screening attorneys' calls and determining the nature of the call and the subject area to which the call relates.
- Providing direct assistance and backup coverage for the legal division receptionist team, including the monitoring and managing of an online voicemail messaging system.
- Maintaining personnel and applicant files; assisting in the hiring process for legal division job applicants.
- Assisting the division staff with general office management matters.
- Performing special projects assigned by the supervisor and division director.
- Performing other duties as assigned that contribute to the efficient operation of the division.

QUALIFICATIONS

Minimum qualifications for this position include:

Experience and Education

- Graduation from an accredited four-year college or university.
- Considerable experience performing administrative or legislative support work.
- Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of state government, particularly the legislative branch.
- Knowledge of agency services, policies, procedures, and operations.
- Skill in word processing and data entry.
- Skill in written and oral communication without the use of artificial intelligence.
- Ability to work and deal tactfully with others.
- Ability to work independently and as a member of a team.
- Ability to work overtime and flexible hours and to be available for on-call duty.
- Ability to handle multiple projects and deadline pressures.
- Ability to maintain confidentiality of material and information.
- Ability to be punctual and maintain regular attendance.

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>).

Note: An applicant may include a completed electronic State of Texas Application for Employment without signing it. The applicant's signature may be provided at a later date.

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.