TEXAS LEGISLATIVE COUNCIL
P.O. Box 12128, Capitol Station | Austin, Texas 78711-2128 | (512) 463-1155

Lieutenant Governor Dan Patrick, Joint Chair
Speaker of the House Dustin Burrows, Joint Chair
Jeff Archer, Executive Director

# Document Processing Technician – Sessional

## 3 Temporary, full-time positions

## (November 1, 2026 – June 30, 2027)

POSTING NUMBER **27001**

| | |
|---|---|
| DATE POSTED | September 2, 2026 |
| APPLICATION DEADLINE | September 18, 2026 |
| DEPARTMENT | Document Production Division/Document Processing Section |
| SALARY | $3,950.00 per month. Salary commensurate with experience. Generous benefit package is also available. Vacation balance paid out for those with 6 months of continuous state service and compensatory time balance paid out upon completion of satisfactory work performance maintained through June 30, 2027. |
| DESCRIPTION | Assembles drafts and legislative documents according to delivery instructions and approved procedures. Performs routine clerical duties and assists with special projects. Works under close supervision and instruction. |
| RESPONSIBILITIES | Primary responsibilities for this position include:<br>• Reviewing document records for accurate request details and delivery instructions.<br>• Ensuring documents meet required criteria for delivery and distribution.<br>• Preparing documents according to approved procedures.<br>• Tracking activity performed on documents in computer application.<br>• Submitting work for review.<br>• Assisting with filing.<br>• Maintaining confidentiality.<br>• Performing other duties as assigned. |
| QUALIFICATIONS | Minimum qualifications for this position include:<br>Experience and Education: |

- Computer experience required.
- Postsecondary education or equivalent work experience preferred.
- Work experience and education may be substituted for one another.

Knowledge, Skills, and Abilities:

- Ability to work on tasks requiring meticulous attention to detail and maintain a high level of accuracy.
- Skill in analyzing and organizing information.
- Ability to respond effectively to rapidly changing pace and workload.
- Ability to maintain confidentiality of material and information.
- Skill in using Outlook correspondence and scheduling system.
- Ability to work with multiple software applications in tandem and to quickly learn proprietary software.
- Skill in communicating effectively, both orally and in writing.
- Ability to accept constructive feedback of work performance by supervisors.
- Ability to maintain regular and punctual attendance.
- Ability to work flexible hours, overtime, weekends, and on-call duty.
- Ability to maintain a professional appearance and demeanor.
- Ability to cope with deadline pressures.
- Ability to work effectively on a team.
- Ability to work independently.
- Knowledge of general office procedures.
- Knowledge of professional protocol.

TO APPLY

To be considered, an applicant must submit a completed TLC Application for Employment.

Note: An applicant may include a completed electronic TLC 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**.