

TEXAS LEGISLATIVE COUNCIL

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



Dan Patrick
Lieutenant Governor
Joint Chair

Jeff Archer
Executive Director

Dennis Bonnen
Speaker of the House
Joint Chair

WRITING SPECIALIST I

POSTING NUMBER **21004**

DATE POSTED	September 15, 2020	APPLICATION DEADLINE	September 28, 2020
DEPARTMENT	Research Division/Resolutions & Publications		
SALARY	Salary commensurate with qualifications and experience. The council also offers a generous benefits package. Click here for more information.		
DESCRIPTION	Drafts congratulatory resolutions and certificates related to general interest topics and drafts memorial resolutions. May draft legislative policy resolutions and assist with publications and other projects.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none">• Drafting congratulatory resolutions and certificates about a wide range of general interest topics.• Drafting memorial resolutions.• May draft legislative policy resolutions.• May assist in the preparation of publications or web projects.• Performing other duties as assigned.		
QUALIFICATIONS	Experience in writing (may include college writing), including journalism or the drafting of informational materials. Graduation from an accredited four-year college or university. Experience and education may be substituted for one another. Minimum qualifications for this position include: <ul style="list-style-type: none">• Skill in writing about general interest subjects.• Proficiency in grammar, syntax, and other components of effective writing.• Proficiency in the use of Microsoft Word.• Skill in performing basic online research.• Outstanding accuracy and meticulous attention to detail.• Knowledge of the legislative process.• Skill in expressing material accurately, clearly, and concisely, both orally and in writing.		

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- Skill in analyzing and presenting information in a neutral, unbiased manner.
- Skill in meeting project specifications and deadlines.
- Skill in accepting and incorporating feedback.
- Skill in working independently and as a member of a team.
- Ability to maintain confidentiality of material and information.
- Ability to work overtime, flexible hours, and occasional on-call duty.
- Ability to maintain professional appearance and demeanor.
- Ability to maintain regular attendance.

Preferred qualifications for this position include:

- Skill in writing about sports.
- Skill in persuasive writing regarding substantive public issues.
- Skill in managing publications or other projects.

TO APPLY

To be considered, an applicant must submit a cover letter, a brief writing sample, preferably on a topic of general interest, 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.