



# 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

## Writing Specialist I

**(Long-term temporary position through 6/30/2027)**

POSTING NUMBER 26013

DATE POSTED	June 1, 2026
APPLICATION DEADLINE	June 22, 2026
DEPARTMENT	Research/Resolutions and Publications
SALARY	\$4,167.00 per month. A generous <a href="#">benefit package</a> is available.
DESCRIPTION	<p>The Texas Legislative Council is an independent nonpartisan legislative support agency that serves as a source of impartial research and information. The Writing Specialist I position is a long-term temporary position within the research division of the council that runs through the end of June 2027 with the possibility of regular employment thereafter. Duties include drafting congratulatory and memorial resolutions and certificates that honor individuals and organizations and commemorate events. May draft legislative policy resolutions and assist with publications and other projects. The council may allow for some hybrid remote work in certain circumstances.</p>
RESPONSIBILITIES	<p>Primary responsibilities for this position include:</p> <ul style="list-style-type: none"><li>• Drafting congratulatory resolutions and certificates about a wide range of general interest topics.</li><li>• Drafting memorial resolutions.</li><li>• Drafting legislative policy resolutions.</li><li>• Assisting in the preparation of publications or web projects.</li><li>• Performing other duties as assigned.</li></ul>
QUALIFICATIONS	<p>Minimum qualifications for this position include:</p> <ul style="list-style-type: none"><li>• Experience in writing (may include college writing), including journalism or the drafting of informational materials.</li><li>• Skill in writing about general interest subjects.</li><li>• Proficiency in grammar, syntax, and other components of effective writing.</li></ul>





- Proficiency in the use of Microsoft Word.
- Skill in performing basic online research.
- Outstanding accuracy and meticulous attention to detail.
- Interest in the state legislature and civic affairs.
- Skill in expressing material accurately, clearly, and concisely, both orally and in writing.
- 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:

- Professional writing experience.
- Degree in a writing-focused subject area, such as English, journalism, or history.
- 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 completed [TLC Application for Employment](#), and one writing sample, 1-2 pages in length, on a topic of general interest. Please include the sample with your application materials rather than providing a link to an online source.

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](mailto: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.





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Requests for accommodation and/or services in the application process should be made to the above-cited contact.

