



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

Print Specialist – Sessional

5 temporary, full-time positions

(November 1, 2026 – June 30, 2027)

POSTING NUMBER **27000**

DATE POSTED	September 2, 2026
APPLICATION DEADLINE	Until Filled
DEPARTMENT	Document Production Division/Printing Section
SALARY	\$3,500.00 per month. Salary commensurate with experience. Generous benefit package is also available.
DESCRIPTION	Performs routine work on cut-sheet printers, pre- and post-finishing devices, scanners, and personal computers. Processes requests and prepares legislative documents and publications for delivery. Works under general supervision with some latitude for use of initiative and independent judgment.
RESPONSIBILITIES	Primary responsibilities for this position include: • Operating and executing simple error recovery on all cut-sheet printers. • Operating personal computers and scanners. • Participating in preparing electronic files for printing using software and scanners as assigned. • Submitting electronic files to printers. • Performing reproduction tasks on printers. • Participating in quality control and process monitoring. • Performing file management. • Operating and adjusting bindery and reproduction equipment. • Participating in error recovery and problem solving. • Performing stocking, delivery, and related tasks as assigned.





- Processing and preparing legislative documents and council publications for delivery as assigned.
- Providing general information to council staff, legislative staff, and general public as assigned.
- Maintaining pertinent records of electronic document files, scanners, personal computers, printers, and related equipment.
- Participating in cross-training.
- Performing self-training as directed to increase knowledge and skill on all section printers, scanners, personal computers, software, pre- and post-finishing devices, workflow processes, and the legislative process.
- Acting as backup for other appropriate positions as assigned.
- Performing other duties as assigned.

QUALIFICATIONS

Minimum qualifications for this position include:

Experience and Education:

- General digital printer experience required.
- General experience with scanners and associated software required.
- General experience with personal computers, word processing software, e-mail, and the Internet required.
- High school diploma or equivalent required.

Knowledge, Skills, and Abilities:

- Working knowledge of production digital printing.
- Working knowledge of submitting electronic files to digital printers.
- Working knowledge of file management.
- Working knowledge of print drivers.
- Working knowledge of operating and adjusting bindery and reproduction equipment.
- Ability to adapt to rapidly changing pace and workload and cope with deadline pressures.
- Ability to acquire knowledge of council network-based applications.
- Ability to acquire knowledge of draft and legislative documents processed by the printing section.
- Ability to maintain regular and punctual attendance.
- Ability to work flexible hours, overtime, weekends, and occasional on-call duty.
- Ability to maintain confidentiality of material and information.





- Ability to maintain professional appearance and demeanor.
- Ability to work effectively on a team.
- Ability to perform duties while standing or moving for two-hour periods.
- Ability to work at tasks requiring meticulous attention to detail.
- Ability to take initiative, motivate, and work independently.
- Ability to use technical reference material.
- Ability to communicate effectively orally and in writing.

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.

