



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 25, 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: • Reviewing document records for accurate request details and delivery instructions. • Ensuring documents meet required criteria for delivery and distribution. • Preparing documents according to approved procedures. • Tracking activity performed on documents in computer application. • Submitting work for review. • Assisting with filing. • Maintaining confidentiality. • Performing other duties as assigned.
QUALIFICATIONS	Minimum qualifications for this position include: <u>Experience and Education:</u>





- 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





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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.

