



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

Administrative Operations Specialist

2 sessional, full-time positions

(December 1, 2026 – August 31, 2027)

POSTING NUMBER **27002**

DATE POSTED	September 15, 2026
APPLICATION DEADLINE	Until Filled
DEPARTMENT	Research/Special Projects
SALARY	\$3,950.00 per month. Generous benefit package is also available. Vacation balance paid out for those with six months of continuous state service and compensatory time balance paid out upon completion of satisfactory work performance maintained through August 31, 2027.
DESCRIPTION	The Texas Legislative Council is an independent, nonpartisan legislative support agency that serves as a source of impartial research and information. The Administrative Operations Specialist position is a full-time, sessional position within the research division of the council that runs through the end of August 2027 with the possibility of regular employment thereafter. This role provides administrative support for all research division staff, specializing in bill analysis operations. Work involves monitoring, coordinating, and assigning legislative analysis requests throughout the drafting, review, and delivery process, while also providing direct phone and e-mail support to legislative clients. This position works under general supervision, with considerable latitude for the use of initiative and independent judgment. The council allows for hybrid remote work in certain circumstances.
RESPONSIBILITIES	Primary responsibilities for this position include: • Providing administrative assistance to research division staff. • Receiving, reviewing, and assigning requests for the drafting of bill analyses and other legislative analyses.





- Communicating with legislative staff by phone and email: responds to general questions about the draft request process; assists with any technical issues; answers incoming calls and routes to appropriate council staff as required.
- Participating in formal committee clerk training; providing additional guidance to committee staff as needed throughout session.
- Reviewing and analyzing incoming submitted documents for accuracy and required information.
- Reviewing final draft details and electronically delivering or posting legislative analyses.
- Gathering workload data; preparing, maintaining, and sharing daily and weekly production reports using Excel.
- Tracking legislation; identifying and tracking priority documents; communicating priorities to senior staff; shepherding requests through the process to ensure deadlines are met.
- Assisting with schedule coordination across multiple teams to ensure completion of requests by deadlines and adequate staff coverage.
- Assisting in assembling, maintaining, and electronically distributing schedules of deadlines for requests.
- Troubleshooting technical difficulties for research division staff and coordinating with support team to resolve issues.
- Assisting with special projects as assigned.
- Performing other duties as assigned.

QUALIFICATIONS

Minimum qualifications for this position include:

- High school diploma or equivalent. (Graduation from an accredited four-year college or university preferred.)
- Two years of experience in office administration, with preference given to those with experience working through a legislative session.
- Demonstrated skills in records management, maintaining databases, and workload reporting preferred.
- Knowledge of general office practices and administrative procedures.
- Strong communication and interpersonal skills, including excellent written and oral communication skills, and an ability to collaborate with team members, council staff, and committee staff.
- Knowledge of the legislative process.





- Skill in assessing project needs and making recommendations about process improvements.
- Ability to provide excellent client service.
- Intermediate skill in the use of Microsoft Word, Excel, and Outlook.
- Ability to maintain accuracy and demonstrate strong attention to detail.
- Ability to meet deadlines.
- Ability to adapt and keep pace with a rapidly changing workload and to cope effectively with deadline pressures.
- Ability to work overtime and irregular hours as required, including evenings, weekends, and holidays.

TO APPLY

To be considered, an applicant must submit a cover letter that explains the applicant's interest in the position and the reasons the applicant believes they meet the qualifications stated above, as well as 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.

