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

# Legislative Delivery Assistant – Sessional

## 5 temporary, full-time positions.

## (January 1, 2027-June 4, 2027)

POSTING NUMBER **27005**

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|---|---|
| DATE POSTED | November 3, 2026 |
| APPLICATION DEADLINE | December 1, 2026 |
| DEPARTMENT | Document Production Division/Document Processing Section |
| SALARY | $2,900.00 per month full-time. Generous benefit package is also available. Compensatory time balance paid out upon completion of satisfactory work performance maintained through June 4, 2027. |
| DESCRIPTION | Provides specialized delivery services of drafts, legislation, publications, calendars, and other related documents. Facilitates the movement of documents throughout the Texas Legislative Council (TLC) and Capitol Complex. Maintains document records and aids in the digitization of TLC documents. Performs routine clerical duties and assists with special projects. Works under close supervision and instruction. |
| RESPONSIBILITIES | Primary responsibilities for this position include:<br>• Performing scheduled and called runs throughout TLC and the Capitol Complex.<br>• Delivering legislative documents to legislators and legislative agencies.<br>• Representing TLC to legislative clients throughout the Capitol Complex.<br>• Delivering large volumes of legislative documents to the Chief Clerk.<br>• Facilitating house bill signing process in the house and senate chambers.<br>• Answering phone calls from legislative offices. |

- Organizing and distributing legislative calendars and documents.
- Tracking document movement in proprietary computer applications using computers and mobile technology.
- Performing filing and records maintenance.
- Assisting with publication and mailing preparation and delivery.
- Preparing documents for digital preservation.
- Performing other duties as assigned.

QUALIFICATIONS

Minimum qualifications for this position include:

Experience and Education

- Computer experience required.
- High school diploma or equivalent.

Knowledge, Skills, and Abilities

- Knowledge of general office procedures.
- Knowledge of professional dress and protocol.
- Skill in communicating effectively, both orally and in writing.
- Skill in sorting, organizing, and analyzing information.
- Skill in using Microsoft Office and other Windows-based PC software applications.
- Ability to maintain professional appearance and demeanor.
- Ability to maintain confidentiality of material and information.
- Ability to work on tasks requiring meticulous attention to detail and maintain a high level of accuracy.
- Ability to maneuver carts and heavy stacks of paper.
- Ability to respond effectively to rapidly changing pace and workload.
- Ability to cope with deadline pressures.
- Ability to work effectively on a team or independently.
- Ability to work flexible hours, overtime, weekends, and on-call duty.
- Ability to maintain regular and punctual attendance.

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.**