



Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Legislative Specialist I

LOCATION: Missouri House of Representatives
Office of the Assistant Chief Clerk/Procedures
Missouri State Capitol Building
Jefferson City, MO

STARTING SALARY RANGE: Starting salary range for the position begins at \$3,309 per month; however, actual starting salary commensurate with applicable education and experience.

DESCRIPTION: The Legislative Specialist I position is a responsible technical position in the office of the Assistant Chief Clerk/Procedures Division that provides support on legislative procedural matters for the Missouri House of Representatives. This full time position is located in Jefferson City and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: The Legislative Specialist I position tracks and documents all legislation, compiles and reviews daily entry into the House Journal and Calendar, provides support to leadership and member offices and assists in providing procedural training to member staff

QUALIFICATIONS: Applicants must have knowledge of the legislative process, including House practice and the Rules of the House, proficiency in using personal computers and word processing applications, the ability to learn customized software applications, the ability to work under pressure of frequent deadlines, the ability to work long hours as needed, the ability to communicate effectively both verbally and in writing, and the ability to establish and maintain harmonious working relationships. The position also requires a bachelor's degree with two years of applicable legislative experience. Additional related experience may be considered for the required education.

APPLICATION PROCESS: Please send resume, application, letter of interest, and minimum salary requirement no later than Friday, October 30, 2020 to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Legislative Specialist. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.