



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

SALARY: The salary for the position is \$50,000.00 annually.

The salary reflected in the job posting does not represent differentials such as shift, premium pay for certain duties, and time-of-service pay.

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 an understanding of the legislative process, 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 and one year of applicable legislative experience. Additional years of related legislative experience may substitute for required education on a year-for-year basis.

APPLICATION PROCESS: Please send resume, application, and letter of interest no later than Friday, October 24, 2025 electronically to houseadmin@house.mo.gov or through [MoCareers](#). Documents may also be submitted to the MO House of Representatives, 201 W. Capitol Avenue, Room B22, Jefferson City, MO 65101, Attention: Legislative Specialist. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov

EMPLOYMENT RESTRICTIONS: The House prohibits the hiring of any person who at the time of initial hiring is related to any member within the fourth degree by blood or marriage.

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.