



CLOSING DATE: Open until filled

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Courtesy Resolution Writer

LOCATION: Missouri House of Representatives, Communications Division
Missouri State Capitol Building, Jefferson City, MO

STARTING SALARY: Starting annual salary is \$51,384.00.

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: This is a professional writing and editing position that works within the Communications Division of the Missouri House of Representatives.

RESPONSIBILITIES: This position researches legislative matters, historical events, achievements, and milestones related to individuals or organizations deserving of recognition, drafts courteous and eloquent resolutions to honor these entities for their contributions, collaborates with legislators and staff to gather information and input necessary for drafting resolutions, and reviews and edits resolutions for clarity, grammar, and adherence to legislative formatting standards. This position also coordinates the submission and tracking of resolution drafts through the legislative process, communicates with relevant parties to ensure timely review, approval, and scheduling for consideration. The successful candidate must also manage multiple resolution drafting projects simultaneously, prioritizing tasks and meeting deadlines effectively, ensures resolutions are completed and submitted in a timely manner. This position also provides support to legislators and staff members in drafting other legislative documents, writes press releases, speeches, and assists the Communications team with media duties, projects, and day-to-day office duties, as needed.

QUALIFICATIONS: Successful applicants must have bachelor's degree in English, Communications, or closely related field. Professional experience writing or editing may be substituted on a year-for-year basis for required education. Experience in the legislative branch of government preferred.

Applicants must have the ability to remain objective, non-partisan, and professional regarding all legislative matters and work well under pressure with minimal supervision.

APPLICATION PROCESS: This position will remain open until filled. Please send resume, application and letter of interest electronically to houseadmin@house.mo.gov or through [MoCareers](https://mojobs.com). Documents may also be submitted to MO House of Representatives, Attn: Courtesy Resolution Writer, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101. 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.