



CLOSING DATE: Position will remain open until filled

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Committee Records Clerk – Part Time

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

STARTING SALARY: Hourly salary commensurate with applicable education and experience.

DESCRIPTION: The Committee Records Clerk is a responsible part time position in the office of the Assistant Chief Clerk, House Procedures Division. This position is located in Jefferson City and is not eligible for Missouri state employee benefits.

RESPONSIBILITIES: The Committee Records Clerk serves as a records and process specialist to the chair of House standing, interim or special standing committees to ensure that proper procedures are followed and accurate records are maintained according to established House rules and procedures.

QUALIFICATIONS: Position requires a general knowledge of House rules, procedures and established practices, the ability to stay organized and maintain detailed records, the ability to multi-task and remain focused under tight time constraints and deadlines, the ability to communicate effectively both verbally and in writing, and the ability to learn and utilize the House bill tracking and committee records management software programs. The position also requires a bachelor's degree or applicable legislative experience. Additional years of related experience may substitute for the required education.

APPLICATION PROCESS: **This position will remain open until filled. Please send resume, application and letter of interest** to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Committee Records Clerk. 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.