



Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Publications Specialist I

LOCATION: Missouri House of Representatives
House Operations Division/Publications Office
Missouri State Capitol Building
Jefferson City, MO

STARTING SALARY RANGE: Starting salary range for the position begins at \$2,750 per month; however, actual starting salary commensurate with applicable education and experience

DESCRIPTION: The Publications Specialist is a desktop publishing position in the Operations Division, Publications Office of the Missouri House of Representatives. This non-partisan staff position is full time and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: This entry-level position is primarily responsible for greeting clients and directing them accordingly, initiating publication work orders, and the file management of the office workflow. Additional duties include assisting in the proofreading of House bills; processing documents pertinent to the legislative process; designing, formatting, and editing of House publications; and other miscellaneous jobs.

QUALIFICATIONS: Position requires excellent customer service skills and the ability to communicate effectively both verbally and in writing. Excellent organization and computer skills required with proficiency in word processing, database, and desktop publishing software. Working knowledge of Corel, WordPerfect, Adobe InDesign and Photoshop, and Microsoft Access preferred. Must be able to work under pressure to meet tight deadlines, focus on details, and establish and maintain effective working relationships. Applicants must be available to work evenings, if needed. High school graduate or equivalent, and related education and/or experience required.

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: Publications 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.