The Washington State House of Representatives’ Office of Program Research (OPR) in Olympia provides nonpartisan staff support to House committees and members. OPR is seeking candidates for temporary positions as a Session Committee Clerk. These positions are nonpartisan and exempt from civil service.

**DUTIES**

Principal duties of a Session Committee Clerk include:

- Copying, assembling, and filing committee documents;
- Distributing committee materials;
- Setting up/taking down hearing room;
- Acting as the receptionist, answering telephones, and receiving visitors; and
- Other assignments necessary to conduct committee business.

**QUALIFICATIONS**

The ideal candidate must:

- Be organized and reliable;
- Work well with others;
- Follow instructions well;
- Work independently; and
- Have the ability to use good judgment and maintain confidentiality.

**DATES/HOURS/COMPENSATION**

These positions are temporary, from approximately January 8, 2020 through March 6, 2020. These positions are full-time. Please note that these positions require some evening and weekend work. Compensation is $2,782 per month.

**APPLICATIONS**

For best consideration, candidates should complete an [online application](#) and upload a letter of interest, resume, and three professional references by **November 12, 2019**. Screening and selection may occur prior to the application deadline.

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**THE HOUSE OF REPRESENTATIVES IS AN EQUAL OPPORTUNITY EMPLOYER**

The House of Representatives is committed to maintaining a work environment where all people are treated, and expected to treat others, with dignity and respect. Persons requiring reasonable accommodation may call 360-786-7101 or TTY: 1-800-833-6388.

All qualified applicants are encouraged to apply.