



Washington State House of Representatives Exempt Recruitment Announcement

Workroom Clerk – Session Only (Non-partisan)

LOCATION: Olympia, Washington

SALARY: WILL DEPEND ON QUALIFICATIONS, NOT ELIGIBLE FOR BENEFITS

CLOSING DATE: This position will be filled as soon as a suitable candidate is selected

HOUSE OF REPRESENTATIVES PROFILE

The House of Representatives comprises half of the Washington State Legislature and is made up of 98 members elected to serve two year terms, representing 49 legislative districts. The Legislature meets every year to consider and pass legislation involving public policy, taxes and other revenue, and state spending. In addition to elected members, the House also employs approximately 250 full-time year-around staff, and 130 temporary session staff and interns.

The House Workroom serves as the hub of the law-making process, tracking and recording all official action taken on legislation before the body. It is the primary office for receiving, processing, and distributing bills, amendments, document reports, and related data to the members of the House of Representatives, staff, and the public. In addition to managing the flow of documents in the House, the Workroom provides support to the House Rostrum during floor sessions. During the 2022 Legislative Session, staff may be required to work remotely on specific days.

PRIMARY DUTIES

- Assists in proofing and distributing all legislation, including bills, resolutions, and memorials.
- Maintains bill files.
- Assists in the production and distribution of legislative calendars.
- Assists in updating legislative bill status and records to reflect committee and floor activity as bills move through the legislative process.
- Processes bill report packets which includes publishing proposed substitute bills and amendments, recording roll call votes and committee action, verifying signatures, copying and distributing referral packets and updating bill status.
- Processes member requests to become additional bill sponsors, generates bill backs and files official bill copies
- Processes floor amendments which includes recording and maintaining an amendment log, copying, distributing and filing.
- Prepares transmittal slips for delivering House legislation to the Governor and Secretary of State.
- Delivers documents to the Senate, Governor's Office, and Code Reviser's Office.
- Provides administrative office support and backup as required.

QUALIFICATIONS & ABILITIES

- One year of college or business school course work desired.
- General clerical and data entry experience required.
- Direct experience with the legislative process and familiarity with state government is desirable.
- Familiarity with Microsoft Teams, SharePoint and Zoom desired.
- Requires strong organizational skills and excellent attention to detail.
- Ability to understand and follow directions; learn and perform repetitive tasks accurately and efficiently; read, write and file alphabetically and numerically; and operate computers, copiers and general office equipment.
- Able to maintain confidentiality and project non-partisan behavior.
- Must be willing to work under time constraints and maintain effective working relations.
- Must be available to work long and/or irregular hours as required during the legislative session, which runs from January 10, 2022 to March 10, 2022.

HOW TO APPLY

Please submit the following information:

- A letter of interest addressing the specific qualifications and abilities.
- A current resume detailing your experience and education.
- A list of at least three professional references, including one supervisor, with current telephone numbers and/or email contact information.

Interviews will be conducted remotely via Zoom or Teams and will begin the 2nd week of December, 2021. The position start date is December 27, 2021.

Email Application Materials and Direct any Questions to:

LSS HR Business Partner
Washington State House of Representatives
PO Box 40600
Olympia WA 98504
LSSHROffice@leg.wa.gov

COVID Vaccination Requirement: This position requires the employee to be fully vaccinated as a condition of employment. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. If you are selected to serve in this position, you will be required to provide proof of vaccination before you are able to begin work. You may request an accommodation if you are unable to meet the requirement due to a medical or religious necessity.

The Washington State Legislature is an equal opportunity employer. Women, racial and ethnic minorities, person of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process or who need an application in an alternative format may call 360-786-7750 or TTD 1-800-635-9993.