



Legislative Data Entry Specialist - Sessional 6 Temporary, full-time positions. Possibility of regular employment following session. (October 1, 2022 - May 31, 2023)

POSTING NUMBER **22027**

DATE POSTED	August 1, 2022	APPLICATION DEADLINE	Until filled
DEPARTMENT	Document Production Division/Data Transcription		
STARTING SALARY	\$2,800 per month. Generous benefit package is also available. Please click here for more information. Vacation balance paid out for those with 6 months of continuous state service and compensatory time balance paid out upon completion of satisfactory work performance maintained through May 31, 2023.		
DESCRIPTION	Operates document management systems to produce legislative and nonlegislative documents. Enters and updates data in Council databases. Performs detailed tasks using XML and Windows-based applications and functionality. Performs online document changes. Works under close supervision and instruction and in compliance with prescribed procedures, including review by senior staff. The Texas Legislative Council allows for hybrid remote work in certain circumstances.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none">• Creating and maintaining legislative and nonlegislative documents using proprietary and non-proprietary software applications.• Operating XML-based document management systems to input, extract, and revise legislative and nonlegislative documents.• Using scanner and OCR software for producing legislative and nonlegislative document text.• Processing documents from section printers and delivering them to proofreading section.• Performing basic tracking duties.• Performing other duties as assigned.		



QUALIFICATIONS

Minimum qualifications for this position include:

Experience and Education:

- Satisfactory performance required on typing and spelling tests.
- Computer experience required.
- Postsecondary education or equivalent work experience preferred.
- Work experience and education may be substituted for one another.

Knowledge, Skills and Abilities:

- Skill in using Windows-based PC software applications.
- Skill in working with XML.
- Skill in working from edited copy or creating original documents using Microsoft Word macros and special command functions to assist in layout and rapid production of documents.
- Skill in utilizing reference materials effectively.
- Skill in reading and interpreting editing and proofreading markup.
- Skill in operating section equipment.
- Skill in communicating effectively, both orally and in writing.
- Skill in developing a working knowledge of applicable LAN applications.
- Skill in using Outlook correspondence and scheduling system.
- Ability to work with multiple software applications in tandem and to quickly learn proprietary software.
- Ability to use scanner and OCR software.
- Ability to work independently.
- Ability to accept constructive feedback of work performance by supervisors.
- Ability to input data accurately.
- Ability to work effectively on a team.
- Ability to respond to rapidly changing workload pace and to cope with deadline pressures.
- Ability to work on tasks requiring meticulous attention to detail.
- Ability to maintain accepted standards of professional office attire and demeanor.
- Ability to maintain confidentiality of material and information.
- Ability to work flexible hours, overtime, weekends, and on-call duty.
- Ability to maintain regular and punctual attendance.

TO APPLY

To be considered, an applicant must submit a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

TEXAS LEGISLATIVE COUNCIL

P.O. Box 12128, Capitol Station | Austin, Texas 78711-2128 | (512) 463-1155



Dan Patrick
Lieutenant Governor
Joint Chair

Jeff Archer
Executive Director

Dade Phelan
Speaker of the House
Joint Chair

Email

TLCCareers@tlc.texas.gov (preferred method)

Fax

(512) 936-1064

Mail

Human Resources Office
Texas Legislative Council
P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128

As a condition of employment, legal proof of authorization to work in the U.S. must be provided.

Requests for accommodation and/or services in the application process should be made to the above-cited contact.