

HOUSE STAFF POSITIONS

Staff in all positions are responsible for assisting legislators as well as for additional duties as assigned.

Position	Description	Number of Positions Available
Front Desk Staff Chief Clerk	Supervises the day-to-day staff operations of the House of Representatives, directs the activities of the desk force, assists legislative leadership, reads bill and resolution titles and legislative communications aloud to the body, and operates the House voting system.	1
Assistant Chief Clerk	Assists the Chief Clerk of the House; records actions on bills and resolutions; and sends and receives messages, bills, and resolutions.	1
Journal Reporter	Creates and reviews entries in the journal and bill status systems, compiles and publishes the daily journal, identifies journal corrections and revisions, and tracks bills and resolutions.	1
Calendar Clerk	Creates and publishes the daily calendars and operates the calendar system during floor sessions.	1
Bill Clerk	Assigns bill numbers and serves as the bill and resolution custodian.	1
Recording Clerk	Operates chamber camera systems during live floor sessions.	1
Sergeants-at-Arms Sergeant-at-Arms	Supervises the Deputy and Assistant Sergeants-at-Arms, oversees the House floor, and serves as the executive officer of the House for the enforcement of its rules.	1
Deputy and Assistant Sergeant-at-Arms	Assists the Sergeant-at-Arms in maintaining order and enforcing rules of decorum for the House of Representatives and in distributing approved materials to representatives.	Deputy - 1 Asst. Deputy - 6
Committee Clerks Deputy Chief Clerk	Oversees the daily duties of Committee Clerks and preparation of the House weekly master hearing schedule and assists the Employment Committee.	1
Appropriations Committee Clerk	Assists the Appropriations Committee chairman, supervises the Assistant Appropriations Committee Clerks, makes meeting preparations, records meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	1
Assistant Appropriations Committee Clerk	Assists the Appropriations subcommittee chairman, makes meeting preparations, records meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	3
Committee Clerk	Assists the committee chairman, makes meeting preparations, records meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	10
Assistant Committee Clerk	Assists other Committee Clerks with their workload as assigned by the Deputy Chief Clerk.	2
Legislative Assistants Chief Legislative Assistant	Supervises the Legislative Assistant-Desk Page and the Legislative Assistant-Pages.	1
Legislative Assistant - Desk Page	Assists legislators and the front desk with errands, messages, and miscellaneous tasks.	1
Legislative Assistant - Page	Assists legislators with errands, messages, and miscellaneous tasks.	4
Legislative Assistant - Information Kiosk Attendant	Provides resources for and answers inquiries from legislators and the public about legislative schedules, meeting locations, and other topics.	1
Legislative Assistant-Parking Lot Attendant	Monitors the parking lot and assists legislators commuting to and from the Capitol.	1