

SENATE 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 Secretary of the Senate	Supervises the day-to-day staff operations of the Senate, 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 Senate voting system.	1
Assistant Secretary of the Senate	Assists the Secretary of the Senate 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 prepares floor session scripts.	1
Calendar Clerk	Creates and publishes the daily calendars, operates the calendar system, assists the presiding officer during floor sessions, and circulates conference committee forms.	1
Bill Clerk	Assigns bill numbers, serves as the bill and resolution custodian, and records actions on and tracks bills and resolutions.	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 Senate floor, and serves as the executive officer of the Senate 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 Senate and in distributing approved materials to senators.	Deputy - 1 Asst. Deputy - 2
Committee Clerks Chief Committee Clerk	Oversees the daily duties of Committee Clerks and preparation of the Senate weekly master hearing schedule.	1
Appropriations Committee Clerk	Assists the Appropriations Committee chairman, supervises the Assistant Appropriations Committee Clerk, makes meeting preparations, records meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	1
Assistant Appropriations Committee Clerk	Assists the Appropriations Committee Clerk, makes meeting preparations, records meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	1
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 Chief Committee Clerk.	1
Legislative Assistants Chief Legislative Assistant	Supervises the Legislative Assistant - Pages.	1
Legislative Assistant - Page	Assists legislators with errands, messages, and miscellaneous tasks.	3
Legislative Assistant - Supply Room Coordinator	Orders, maintains, and supervises the distribution of office supplies for legislators and session staff.	1
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