

ARIZONA SENATE SECRETARY'S OFFICE

Session Only – Nonpartisan Position: Bill Clerk

Job Summary

The Bill Clerk, under the direction of the Secretary of the Senate, processes legislation for introduction, printing and distribution, performs record keeping duties for legislative transactions and assists supply clerk as needed.

Job Duties

- Participates in all stages of bill preparation and record keeping
- Assists the Office of the Senate Secretary with proofreading
- Responds to incoming telephone calls and visitors in a professional and courteous manner, taking and relaying messages as necessary
- Performs high volume copying by operating assigned equipment in response to oral and written instructions from personnel with speed and accuracy
- Performs other duties as assigned by the Secretary of the Senate

Qualifications

- High school diploma or equivalent
- Two years of related administrative experience
- Strong proficiency in communication, writing, editing and proofing

Knowledge, Skills and Abilities

- Ability to perform detailed work with a high degree of accuracy
- Ability to organize and prioritize multiple assignments to meet deadlines
- Ability to work independently and in a team environment
- Effective organization and time-management skills
- Ability to interact positively with legislative members, members of the public, legislative staff, departments, agencies and organizations
- Ability to maintain confidentiality
- Basic knowledge of Microsoft Word, Outlook, Excel
- Ability and willingness to work long hours during the legislative session
- Basic skill in the operation of standard duplicating equipment
- Ability to manage frequent periods of standing, able to safely lift, move and carry items weighing up to 50 pounds

Temporary Position

This is a temporary, session only position that would begin in January and end with the completion of the 2025 Arizona Legislative Session (historically May or June). The position pays \$20.00/hour, is non-benefited, and does not qualify for enrollment in the Arizona State Retirement System.

Interested individuals should email a letter of introduction and resume to:

Susie Myers

Human Resources/Comptroller

Arizona State Senate

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smyers@azleg.gov