MISSOURI SENATE

Reading Clerk

DEFINITION:

This is a session-only (up to 1,000 hours) position requiring the oral reading of all roll calls, bills, resolutions, amendments (as needed) and other communications during the proceedings of Senate sessions. This position also includes the operation of the microphone system for all thirty-four Senators and other clerical responsibilities under the directions of the Secretary of Senate.

DUTIES AND RESPONSIBILITIES:

Reads orally all roll calls, bills, resolutions, amendments (as needed) and other communications during the proceedings of the daily session.

Operates Chamber microphone system (turns on microphone of speaking Senator and turns off microphone when Senator is finished speaking).

Manually records the vote of each senator as the vote is made during roll calls.

Notes date and action taken on all amendments offered.

Performs other related work as required.

ESSENTIAL KNOWLEDGE AND ABILITIES:

Ability to read and have an understanding of the English language.

Ability to speak clearly and precisely in a public forum.

Ability to work under pressure of frequent deadlines with long hours.

Ability to establish and maintain effective working relationships.

TRAINING AND EXPERIENCE:

High school graduation or equivalent.

REPORTS TO:

Secretary of Senate

HOW TO APPLY:

Submit cover letter, resume and application to Senate Human Resources, 201 W. Capitol Avenue, Jefferson City, MO 65101 or to cwinthorst@senate.mo.gov.

Application can be found at https://www.senate.mo.gov/Home/Employment/.

You may also apply at https://mocareers.mo.gov/hiretrue/mo/senate/index.html.