

DRAFTING SECRETARY

The Senate Division of Research is seeking applications from those interested in serving in a non-partisan, fast-paced, multi-faceted, legislative environment. The successful applicant will assist the legislative attorneys and analysts in creating draft legislation. This position requires an attention to detail, good typing, spelling and proofreading skills, and a great attitude. The successful applicant must also have the ability to work well independently. Salary commensurate with experience.

Send resume and the names of two references before May 16, 2025, to Jim Ertle, Director, Division of Research, Missouri Senate at jertle@senate.mo.gov or State Capitol Building, Room B-9, Jefferson City, MO 65101.