



MISSOURI SENATE

Enrolling and Engrossing Clerk

DEFINITION:

The ideal candidate for this role will possess excellent proofreading and verbal communication skills and attention to detail, as well as be able to provide impeccable customer service to senators, staff, and the general public.

As an Enrolling and Engrossing Clerk for the Missouri Senate, you will assist the Secretary of the Senate's Office by proofreading legislation, incorporating adopted amendments into legislation, preparing the electronic version of legislation for printing and distribution, and more. This position works under the general supervision of the Enrolling and Engrossing Supervisor.

DUTIES AND RESPONSIBILITIES:

Code and proof senate bills, joint resolutions, and amendments at each of the stages that legislation passes through during the legislative session.

Prepare and assist in the electronic logging of courtesy resolutions.

Assist in the proofing of senate journals.

Perform job share duties with the Secretary of the Senate's Office.

Perform other related work as required.

ESSENTIAL KNOWLEDGE AND ABILITIES:

Knowledge of spelling, business English, punctuation, and vocabulary.

Skill and accuracy in proofreading of legislation and other documents.

Ability to read text aloud fluently and with clarity.

Skill in typing accurately from rough draft or plain copy.

Ability to maintain professional decorum in a shared workplace.

Ability to work under pressure of frequent deadlines.

Knowledge and understanding of the legislative process.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships.

Ability to manage time effectively and work long hours when Senate is in session.

TRAINING AND EXPERIENCE:

High school graduation or equivalent and two years of experience in clerical or general office support work required OR a bachelor's degree in English or a closely related field.

REPORTS TO:

Enrolling and Engrossing Supervisor

HOW TO APPLY:

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

Application may be found at <https://www.senate.mo.gov/SenateApplication.pdf>.

You may also apply at <https://mocarriers.mo.gov/hiretrue/mo/senate/index.html>.