



## Writing Specialist I (Long-term temporary position through 8/31/2025)

POSTING NUMBER **24013**

DATE POSTED	<b>May 15, 2024</b>	APPLICATION DEADLINE	<b>May 29, 2024</b>
DEPARTMENT	Research/Resolutions and Publications		
SALARY	\$4,167.00 per month. The council provides a strong benefit package, including health, vision, and dental insurance, telecommuting opportunities, and the State of Texas retirement plan, as well as compensatory time and paid vacation, sick leave, and state and federal holidays. For more information on the council's benefits package, click <a href="#">here</a> .		
DESCRIPTION	Long-term temporary position through 8/31/2025, with consideration for regular employment after 12 months. Drafts congratulatory and memorial resolutions and certificates honoring individuals and organizations and commemorations events. May draft legislative policy resolutions and assist with publications and other projects. The council has a telecommuting policy that allows for a hybrid work schedule.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none"><li>• Drafting congratulatory resolutions and certificates about a wide range of general interest topics.</li><li>• Drafting memorial resolutions.</li><li>• Potentially drafting legislative policy resolutions.</li><li>• Potentially assisting in the preparation of publications or web projects.</li><li>• Performing other duties as assigned.</li></ul>		
QUALIFICATIONS	Experience in writing (may include college writing), including journalism or the drafting of informational materials. Degree preferred.  Minimum qualifications for this position include: <ul style="list-style-type: none"><li>• Skill in writing about general interest subjects.</li><li>• Proficiency in grammar, syntax, and other components of effective writing.</li><li>• Proficiency in the use of Microsoft Word.</li></ul>		

- Skill in performing basic online research.
- Outstanding accuracy and meticulous attention to detail.
- Interest in the state legislature and political system.
- Skill in expressing material accurately, clearly, and concisely, both orally and in writing.
- Skill in analyzing and presenting information in a neutral, unbiased manner.
- Skill in meeting project specifications and deadlines.
- Skill in accepting and incorporating feedback.
- Skill in working independently and as a member of a team.
- Ability to maintain confidentiality of material and information.
- Ability to work overtime, flexible hours, and occasional on-call duty.
- Ability to maintain professional appearance and demeanor.
- Ability to maintain regular attendance.

Preferred qualifications for this position include:

- Skill in persuasive writing regarding substantive public issues.
- Skill in managing publications or other projects.

#### TO APPLY

To be considered, an applicant must submit a cover letter, a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>), and one writing sample, 1-2 pages in length, on a topic of general interest. Please include the sample with your application materials rather than providing a link to an online source.

Submit requested documentation by:

#### **Email**

[TLCCareers@tlc.texas.gov](mailto:TLCCareers@tlc.texas.gov) (preferred method)

#### **Fax**

(512) 936-1064

#### **Mail**

Human Resources Office  
Texas Legislative Council  
P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128

**As a condition of employment, legal proof of authorization to work in the U.S. must be provided.**

**Requests for accommodation and/or services in the application process should be made to the above-cited contact.**