

**OKLAHOMA SENATE**  
**VACANCY ANNOUNCEMENT**  
**Senate Assistant Journal Clerk**

**Join a team where you can make a difference for our state!**

Are you a detailed-minded person who has strong record keeping and technology skills? Do you enjoy proofreading and editing materials? Do you like the idea of working in a fast-paced environment with an excellent team where you can make a difference for Oklahoma?

Then consider joining the Oklahoma Senate Records & Information Division as the Assistant Journal Clerk. In this role, you will help compile, edit, and proofread the Senate's daily and annual Journal – the official, legal record of all Senate actions and proceedings. The best candidate will have strong proofreading skills, attention to detail, ability to accurately and quickly record information of non-stop legislative action, poise and decorum to assist at the Senate Chamber desk, and knowledge of the legislative process.

The Oklahoma State Senate is a great place to work. As a member of the Senate team, you will work with dedicated professionals to help make Oklahoma a better state every day.

If this sounds like the type of challenge that interests you, please email your resume to [hrrsenate@oksenate.gov](mailto:hrrsenate@oksenate.gov) OR mail or deliver to: Oklahoma Senate, HR/Personnel Services, 2300 North Lincoln Blvd., Ste 309.1C, Oklahoma City, OK 73105-4808.

**A few more details about the job:**

Responsibilities of the Assistant Journal Clerk includes:

- Attend daily Senate floor sessions to record official Senate actions and develop the daily Senate Journal;
- Collect and manage all records and documents produced during a legislative day for compiling and proofreading the daily Journal;
- In the interim months, develop the annual Journal from all daily Journals, statistical reports, and legislative data for the bound, permanent Journal for distribution to official offices and entities;
- Respond to inquiries from members of the Senate, Executive Assistants, staff, state agencies, and the general public concerning Senate records, status of legislation, and other information about the legislative process; and
- Other tasks that are assigned as needed.

**Experience, knowledge and skills we are seeking:**

- Strong mastery of spelling, punctuation, grammar and computer skills;
- A team player who is not afraid of hard work and the ability to work under pressure of deadlines who is able to work flexible, sometimes long hours during the legislative session;
- Temperament to communicate with a variety of personalities and divergent views in a tactful, pleasant and professional manner;
- At least four years' experience performing a variety of complex, clerical duties; and
- Prior legislative experience or knowledge of the legislative process preferred.

**Salary**

Commensurate with relative work experience, skills and knowledge, plus an excellent state employee benefits package.

Posted: 8/30/2024  
Open until 10/4/24 or until filled