

OKLAHOMA SENATE

VACANCY ANNOUNCEMENT

Legislation Clerk

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

Do you like the idea of working in a fast-paced environment with an excellent team where you can make a difference for Oklahoma? Are you a detail-minded person who has strong attention to procedure, verbal communication, and technology skills?

Then consider joining the Oklahoma Senate Chief Clerk's office as the Legislation Clerk. In this role, you will be part of non-partisan staff that will help navigate and document legislation throughout the legislative process. The right person will have strong attention to detail, the ability to work under extreme pressure, and enjoy multi-tasking on a daily basis. The Senate team is comprised of professionals dedicated to improving Oklahoma.

If this sounds like the type of challenge that interests you, please email your resume to hrsenate@oksenate.gov; OR mail or deliver to: Oklahoma State 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 Legislation Clerk include:

- Responsible for the security and maintenance of original legislation documents and folders;
- Collaborate with division staff to document legislative action throughout the legislative process;
- Prepare bill folders for each daily session;
- Distribution of legislative documents through the floor amendment and conference committee process to appropriate personnel;
- Other tasks may be assigned on an as-needed basis.

Experience, knowledge, and skills we are seeking:

- Knowledge of legislative process and terminology;
- Ability to listen and record information in a timely and accurate manner;
- A team player who is not afraid of hard work and the ability to work under pressure of deadlines. The candidate should be able to work flexible, sometimes long hours during the legislative session;
- Good communicator who enjoys working with others in a collaborative setting;
- Four (4) years' experience performing a variety of complex clerical duties;
- Experience in legislative work or relevant experience is preferred.

Salary:

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

Open: 8/26/2026
Close: 9/11/2026