

# OKLAHOMA SENATE

## JOB POSTING **Message Clerk**

The Oklahoma Senate is receiving applications and resumes for the **temporary, session-only** position of Message Clerk.

### **Duties:**

- Coordinate flow of official records for legislation between the Senate Chamber, Senate Bill Processing, Records and Information, the Oklahoma House of Representatives, and the offices of the Governor and Secretary of State to fulfill the following functions:
  - Determine correct Message form and create Message for each legislative step;
  - Coordinate with Legislation Clerk to utilize Senate Messengers to prepare official folder for legislation and required number of copies for transmission to the House, Governor, and Secretary of State;
  - Coordinate with Senate Bill Processing to ensure legislation is advanced timely;
  - Maintain log for tracking official records for legislation for current status and location of legislation; and
  - Accept and sign messages for receipt of legislation from the House and messages from the office of the Governor.
- Assist in maintaining official legislation files.
- Assist other Records and Information staff as requested.
- Perform other related Senate work as required and assigned.

### **Knowledge and Skills**

- Knowledge of the legislative process and terminology;
- Ability to multitask and communicate effectively both in writing and verbally;
- Familiarity with form and content of daily, legislative Journals;
- 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;
- Ability to establish and preserve effective working relationships with others to collaborate effectively with colleagues and officials;
- Computer skills including proficient knowledge of Office 365 and Microsoft Office suite; and
- Work cooperatively and courteously with others and possess temperament to communicate with a variety of personalities and divergent views in a tactful, pleasant and professional manner.

### **Pay for Temporary Service:**

- Schedule requires availability Monday through Thursday prior to and throughout the legislative session (late January through the last Friday in May). Pay is \$21.00/hour, with a minimum of 4 hours a day, 4 days a week guaranteed.

Please apply via Workday at: [State of Oklahoma Careers \(myworkdayjobs.com\)](https://myworkdayjobs.com/State-of-Oklahoma-Careers)

OR

Submit to: [hrsenate@oksenate.gov](mailto:hrsenate@oksenate.gov) or mail or hand deliver to: Oklahoma Senate, 2300 North Lincoln Blvd., Room 309.1C, Oklahoma City, OK 73105-4808; Attn: Human Resources

Open 12/29/2025  
Close: 1/9/2026