

OKLAHOMA STATE SENATE

VACANCY ANNOUNCEMENT

Senate Bill Processing/Engrossing & Enrolling Specialist

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

Are you a detailed minded person who has strong grammar 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 Bill Processing team as an Engrossing and Enrolling Specialist. In this role, you will help edit, proofread, engross and enroll Senate measures throughout the legislative process. The right person will have strong proofreading and editing skills and will enjoy working with legislative staff to format, review, clarify and proofread all measures being considered by the Legislature.

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 hrsenate@oksenate.gov; 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 Engrossing and Enrolling Specialist includes:

- Encoding: formats proposed legislative draft documents; consults with legislative drafter and attorney; checks for accuracy and conformance with guidelines; prepares drafts for proofreading.
- Proofreading and editing: proofs and edits legislative draft documents for correct grammar, spelling, punctuation, clarity of language and accuracy of texts and citations to the Oklahoma Statutes and Session Laws.
- Engrossing: prepares official copy of Senate measures with all Senate committee action and Senate floor action incorporated for consideration by the House.
- Enrolling: prepares final official copy of Senate measures for Governor's signature.
- Other tasks may be assigned on an as-needed basis:

Experience, knowledge and skills we are seeking:

- Strong mastery of spelling, punctuation, grammar and computer skills;
- A willingness to learn new skills and find ways to continually improve;
- 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;
- A college degree in English or comparable degree and two-years' experience in proofreading, or an equivalent combination of education, experience, technical training related to computers or legislative work

Salary

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

Open Until Filled