**Job Title:**

NON-CLASSIFIED – Assignable Clerk

**Closing Date/Time:**

Tues. 1/4/2022 11:59 PM Mountain Time

**Salary:**

$142.00 Daily

**Job Type:**

Seasonal

**Location:**

State Capitol Building

Denver, Colorado

**Department:**

General Assembly – Senate

**Body:**

**This position is a non-classified, seasonal position, and is not available for online application submissions. Please refer to the Supplemental Information section of this announcement for application instructions.**

The Colorado State Senate is seeking qualified applicants for seasonal employment during the upcoming legislative session, which runs from January 12 through May 11, 2022.

Salaries start at $142 per day.

This position is a session-only position with the Senate Services Office. Senate Services staff positions are strictly non-partisan and employees work directly for the Secretary of the Senate. Senate employees may be required to work beyond typical office hours with little advance notice. Work on some weekends may be required. During the legislative session, Senate employees work as a cohesive unit and are expected to assist with their colleagues' workloads as directed by the Secretary. Punctuality and attendance are crucial. The legislature is only convened for 120 days, during this limited time frame all employees are expected to be present and punctual each day. Professionalism and attention to detail are essential.

A successful candidate is expected to commit to a full-time schedule, five days per week, throughout the duration of the legislative session. While the position is seasonal, employees who perform well during their initial period of hire may be asked to return on a recurring basis each year. Session only employees enjoy a comprehensive benefits package for the duration of their employment which includes Public Employees Retirement Association (PERA) plans; health and dental insurance; paid holidays, sick days, and Senate closures due to inclement weather; optional FSA and HSA accounts; and either monthly RTD pass reimbursement or paid parking (if available).

**Description of Job:**

The Assignable Clerk is responsible for daily filing and retrieval of a variety of legal documents in filing cabinets in the Senate chambers.

Assignable Clerks work closely with, and handle filing duties for, approximately 17-18 Senators. Assignable Clerks may also be asked to make copies, distribute materials, deliver documents to other offices, and perform various tasks as necessary.

Applicants should have excellent organizational and filing skills, must be able to sit, stand, and kneel for long periods of time, and must be able to operate in a team environment.

**Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights:** N/A

**Supplemental Information:**

Salaries start at $142 per day.

Application material must be received by 11:59 PM Mountain Time on Tuesday, January 4, 2022 for consideration.

Applicants should submit a resume, cover letter, and at least three (3) work references via email addressed to Andrew Carpenter, at andrew.carpenter@state.co.us. Please include the position title for which you are applying in the subject line.

NO PHONE CALLS

EOE