



## **COLORADO HOUSE OF REPRESENTATIVES**

### **POSITION DESCRIPTION – ASSIGNABLE CLERK**

**(Nonpartisan position)**

#### **Job Description:**

This nonpartisan position is for temporary full-time employment from January 2025 through mid-May 2025.

Under the supervision of the Chief Assignable Clerk, Assignable Clerks are responsible for daily collating and filing of bills, resolutions, and memorials in legislators' files. Upon arriving each morning, daily copies of House and Senate Calendars are placed on members' desks by Assignable Clerks during the legislative session. Each Assignable Clerk is assigned to and is responsible for both the left and right side of the aisle for 1 row of legislators' filing cabinets. Assignable Clerks also help legislators with copying, desk supplies, vote counts and contacting IT if they are experiencing issues with their laptops or connecting to specific Chamber printers. The employees in this office work closely together and have heavy workloads during certain times of the session. After session, Assignable Clerks are responsible for removing all bills, fiscal notes and committee reports from their assigned row.

There may be days when legislators work on the Chamber floor later than normal, Assignable Clerks stay until the legislators have completed floor work. March, April and the beginning weeks of May usually require working beyond normal business hours with little advanced notice. Based on performance, Assignable Clerks may be asked to return for future legislative sessions

#### **Job Requirements:**

Assignable clerks must be able to work in a nonpartisan manner, and must maintain impartiality and integrity necessary to function effectively with members of both sides of the aisle as well as the caucus staff and nonpartisan staff of other legislative agencies.

Assignable Clerks work in the public view and must follow the dress code of the House of Representatives. A cooperative attitude and an ability to work with other clerks in a confined work area is a must. Clerks must be physically able to bend and file in lower file drawers and move between the desks and chairs in House Chamber.

Assignable Clerks must be able to arrive at the Capitol building by 7:30 a.m. each day. The candidate must be prepared to work whatever schedule is required for completing the work of the

House each day, including evenings, holidays, and occasional weekends. This often requires working in excess of 40 hours per week during the legislative session.

**Compensation:**

The salary for the position is \$200 per day. The House provides a competitive benefits package, including eligibility for health and dental insurance and your choice of Defined Benefit or Defined Contribution PERA retirement plan. Temporary employees receive five days of sick leave, in accordance with House policies. Colorado is an equal opportunity employer. For more information, please visit Equal Opportunity Department of Labor & Employment ([colorado.gov](http://colorado.gov)).

**To Apply:**

To apply, please email a resume, cover letter, and contact information for three professional references to [olwr@coleg.gov](mailto:olwr@coleg.gov), subject line "Application - House Assignable Clerk". Applications will be accepted and considered on a rolling basis until close of business on November 22, 2024.