



COLORADO HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION – ENROLLING CLERK

(Nonpartisan position)

Job Description:

This nonpartisan position is for temporary full-time employment from late December 2024 through mid-May 2025, though depending on workload, the position could continue through June 2025.

Under the supervision of the Chief Clerk, Enrolling Clerks are responsible for electronically introducing, amending, engrossing, reengrossing, revising, rerevising, enrolling, proofing, and the final delivery of House bills to the Governor. This also includes the creation and final distribution of resolutions and memorials. Enrolling Clerks must maintain detailed files on all bills, resolutions, and memorials. Enrolling Clerk responsibilities also include inputting daily floor action into the electronic bill-tracking system and queuing in certain circumstances. Enrolling Clerks proof the journal at the end of the day. Enrolling Clerks also assume any other duties that might be assigned by the Chief Clerk.

Enrolling Clerks must stay each day until all tasks are complete; in March, April, and early May this requires working beyond normal business hours with little advanced notice. Based on performance, Enrolling Clerks may be asked to return for future legislative sessions.

Job Requirements:

Enrolling 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.

Enrolling clerks must have a very high attention to detail, effective written and verbal communication skills, excellent typing and word processing skills, and must be able to proofread accurately. Enrolling clerks must be able to work accurately and quickly under pressure. Prior experience with Word Perfect is preferred but not required. 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 and immediately following the legislative session.

Compensation:

The salary range for the position is \$215-\$230 per day, depending on qualifications. 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).

To Apply:

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