

SENATE STAFF POSITIONS

Staff in all positions are responsible for assisting legislators as well as for additional duties as assigned. For a comprehensive job description for each position, click on the position title link.

Position	Description	Number of Positions Available	Daily Pay Rate ¹
Front Desk Staff Secretary of the Senate	Supervises the day-to-day staff operations of the Senate, directs the activities of the desk force, assists legislative leadership, reads bill and resolution titles and legislative communications aloud to the body, and operates the Senate voting system.	1	\$217
Assistant Secretary of the Senate	Assists the Secretary of the Senate and sends and receives messages, bills, and resolutions.	1	\$193
Journal Reporter	Creates and reviews entries in the journal and bill status systems, compiles and publishes the daily journal, identifies journal corrections and revisions, and prepares floor session scripts.	1	\$207
Calendar Clerk	Creates and publishes the daily calendars, records actions in the calendar system, assists the presiding officer during floor sessions, and circulates conference committee forms.	1	\$193
Bill and Recording Clerk	Assigns bill numbers, serves as the bill and resolution custodian, records actions on and tracks bills and resolutions, and operates the chamber camera systems during live floor sessions.	1	\$179
Sergeants-at-Arms Sergeant-at-Arms	Supervises the Deputy and Assistant Sergeants-at-Arms, oversees the Senate floor, and serves as the executive officer of the Senate for the enforcement of its rules.	1	\$173
Deputy Sergeant-at-Arms	Assists the Sergeant-at-Arms in maintaining order and enforcing rules of decorum for the Senate and in distributing approved materials to senators.	1	\$132
Assistant Sergeant-at-Arms	Assists the Sergeant-at-Arms in maintaining order and enforcing rules of decorum for the Senate, distributes approved materials to senators, and assists legislators with parking inquiries.	2	\$124 ²
Committee Clerks Chief Committee Clerk	Oversees the daily duties of Committee Clerks and preparation of the Senate weekly master hearing schedule.	1	\$200
Quality Assurance Clerk	Ensures committee meeting packets and video index entries are complete, accurate, and consistent.	1	\$188
Procedural Committee Clerk	Assists the Committee Chairman, makes meeting preparations, drafts meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	5	\$181
Procedural Appropriations Committee Clerk	Assists the Appropriations Committee Chairman, supervises the Procedural Assistant Appropriations Committee Clerk, makes meeting preparations, drafts meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	1	\$188
Procedural Assistant Appropriations Committee Clerk	Assists the Procedural Appropriations Committee Clerk, makes meeting preparations, drafts meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	1	\$181
Technological Committee Clerk	Assists the Committee Chairman, makes meeting preparations, records committee meeting proceedings, manages remote meetings, and indexes meeting video.	5	\$181
Technological Appropriations Committee Clerk	Assists the Appropriations Committee Chairman, makes meeting preparations, records committee meeting proceedings, manages remote meetings, and indexes meeting video.	1	\$188

Position	Description	Number of Positions Available	Daily Pay Rate ¹
Legislative Assistants Chief Page	Supervises the Legislative Assistant - Pages.	1	\$146
Legislative Assistant - Page	Assists legislators with errands, messages, and miscellaneous tasks, and provides resources for and answers inquiries from legislators and the public about legislative schedules, meeting locations, and other topics.	3	\$124 ²
Legislative Assistant - Supply Room Coordinator	Oversees and maintains the supply room and supervises the distribution of office supplies to legislators and session staff.	1	\$124

¹The listed compensation amounts were approved for recommendation to the Legislative Management at the June 28, 2022, meeting of the Legislative Procedure and Arrangements Committee. Final compensation amounts will be approved by resolution during the 2023 legislative session.

²The recommended compensation for this position may be adjusted at the September 2022 meeting of the Legislative Procedure and Arrangements Committee.