

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	\$239
Assistant Secretary of the Senate	Assists the Secretary of the Senate and sends and receives messages, bills, and resolutions.	1	\$213
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	\$228
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	\$213
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	\$207
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	\$190
Deputy 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.	1	\$160
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	\$149
Committee Clerks Chief Committee Clerk	Oversees the daily duties of Committee Clerks and preparation of the Senate weekly master hearing schedule.	1	\$220
Quality Assurance Clerk	Ensures committee meeting packets and video index entries are complete, accurate, and consistent.	2	\$207
Procedural Committee Clerk	Assists the Committee Chairman, makes meeting preparations, drafts meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	5	\$200
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	\$207
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.	3	\$200
Technological Committee Clerk	Assists the Committee Chairman, makes meeting preparations, records committee meeting proceedings, manages remote meetings, and indexes meeting video.	5	\$200
Technological Appropriations Committee Clerk	Assists the Appropriations Committee Chairman, makes meeting preparations, records committee meeting proceedings, manages remote meetings, and indexes meeting video.	1	\$207

Position	Description	Number of Positions Available	Daily Pay Rate ¹
Technological Assistant Appropriations Committee Clerk	Assists the Technological Appropriations Committee Clerk, makes meeting preparations, records committee meeting proceedings, manages remote meetings, and indexes meeting video.	3	\$200
Legislative Assistants Chief Page	Supervises the Legislative Assistant - Pages.	1	\$161
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	\$136
Legislative Assistant - Supply Room Coordinator	Oversees and maintains the supply room, supervises the distribution of office supplies to legislators and session staff, and assists the Sergeant-at-Arms upon request.	1	\$149

¹The listed compensation amounts were approved for recommendation to the Legislative Management by the Legislative Procedure and Arrangements Committee. Final compensation amounts will be approved by resolution during the 2025 legislative session.