

## 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 <sup>1</sup>
<b>Front Desk Staff</b> <a href="#">Secretary of the Senate</a>	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
<a href="#">Assistant Secretary of the Senate</a>	Assists the Secretary of the Senate and sends and receives messages, bills, and resolutions.	1	\$213
<a href="#">Journal Reporter</a>	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
<a href="#">Calendar Clerk</a>	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
<a href="#">Bill and Recording Clerk</a>	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
<b>Sergeants-at-Arms</b> <a href="#">Sergeant-at-Arms</a>	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
<a href="#">Deputy Sergeant-at-Arms</a>	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
<a href="#">Assistant Sergeant-at-Arms</a>	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
<b>Committee Clerks</b> <a href="#">Chief Committee Clerk</a>	Oversees the daily duties of Committee Clerks and preparation of the Senate weekly master hearing schedule.	1	\$220
<a href="#">Quality Assurance Clerk</a>	Ensures committee meeting packets and video index entries are complete, accurate, and consistent.	1	\$207
<a href="#">Procedural Committee Clerk</a>	Assists the Committee Chairman, makes meeting preparations, drafts meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	5	\$200
<a href="#">Procedural Appropriations Committee Clerk</a>	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
<a href="#">Procedural Assistant Appropriations Committee Clerk</a>	Assists the Procedural Appropriations Committee Clerk, makes meeting preparations, drafts meeting minutes and compiles testimony, and creates Standing and Conference Committee reports.	1	\$200
<a href="#">Technological Committee Clerk</a>	Assists the Committee Chairman, makes meeting preparations, records committee meeting proceedings, manages remote meetings, and indexes meeting video.	5	\$200
<a href="#">Technological Appropriations Committee Clerk</a>	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 <sup>1</sup>
<a href="#">Technological Assistant Appropriations Committee Clerk</a>	Assists the Technological Appropriations Committee Clerk, makes meeting preparations, records committee meeting proceedings, manages remote meetings, and indexes meeting video.	3	\$200
<b>Legislative Assistants</b> <a href="#">Chief Page</a>	Supervises the Legislative Assistant - Pages.	1	\$161
<a href="#">Legislative Assistant - Page</a>	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
<a href="#">Legislative Assistant - Supply Room Coordinator</a>	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

<sup>1</sup>The 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.