

## ***Secretary/Parliamentarian for the Senate of Pennsylvania***

### **SUMMARY:**

The Senate of Pennsylvania is seeking a Secretary/Parliamentarian (S/P). The (S/P) is responsible for the following: assisting the presiding officer in conducting the business of the session; acting in the capacity of Parliamentarian; keeping a record of Senate action on a bills; transmitting all bills, joint resolutions, concurrent resolutions and appropriate documents to the House of Representatives; attesting all writs, warrants and subpoenas issued by order of the Senate. Other duties may be assigned by Senate Leadership of both the Republican and Democratic Caucuses. The (S/P) is also responsible for the oversight of approximately 80 employees. The (S/P) also acts as the Senate's Right-to-Know Appeals Officer and is elected by and charged to assist all members of the Senate. The position reports to the President Pro Tempore under the Senate Rules.

### **QUALIFICATIONS:**

A bipartisan approach is needed to create productive working relationships with, republican and democrat members, as well as with all Senate employees and outside organizations. Must demonstrate a high level of trust and have thorough knowledge of the Pennsylvania Constitution, rules of order, and legislative rules and government officials.

### **WORK ENVIRONMENT:**

Fast-paced, demanding, challenging work environment that requires flexibility, prioritization, multitasking ability, and exemplary communication.

### **EDUCATION AND/OR EXPERIENCE:**

Bachelor of Science or Bachelor in Arts and Juris Doctor Degree with an active admission to practice. A minimum of 5 years experience in Pennsylvania State Government or Governmental Affairs is required.

Qualified candidates should send a cover letter with resume and salary history, along with references to [sbrown@pasen.gov](mailto:sbrown@pasen.gov).