



Legislative Assembly Service

SASKATCHEWAN

If you are interested in this opportunity, please submit a cover letter and resume by 5:00 p.m. (CST) **November 30, 2025**, to:

Clerk Assistant - Committees
Attention: Miranda Gudereit
Room #14 - 2405 Legislative Drive
Regina, Saskatchewan S4S 0B3
Tel: (306)-787-0421
Email: careers@legassembly.sk.ca

**Please quote competition 1042574
in the subject line of your email.**

Clearly indicate in your resume or cover letter where and how you have gained the required knowledge and qualifications. Selections for interview will be based on this information. Applications without a cover letter will not be considered.

Thank you for your expression of interest. Only candidates selected for interview will be contacted.

To learn more about the LAS and our Vision, Mission, and Values; and to find further information about the position, salary and benefits, please visit

<https://www.legassembly.sk.ca/las/employment/>

Procedural Clerk (Permanent, Full-time, onsite)

Imagine working at the heart of Saskatchewan's democratic process, where your procedural knowledge doesn't just serve an organization—it sustains a parliamentary institution. Based in the historic Legislative Building in beautiful Wascana Park, this role offers the chance to grow, evolve, and contribute to something bigger. The Legislative Assembly Service (LAS) is dedicated to enhancing parliamentary democracy by providing impartial, non-partisan support to the Legislative Assembly. Our mission is to foster a transparent, participatory democracy, with a team committed to supporting the institution of Parliament for the people of Saskatchewan.

The Parliamentary Support Division brings together the branches that directly support the proceedings of the Assembly. The division includes the Procedural Services Branch, which provides support to the Assembly in the form of procedural advice, committee support, and broadcast expertise. The team produces and manages several time-sensitive Assembly documents and permanent official records of the Assembly's proceedings. In addition, the branch supports the standing and special committees of the assembly with procedural advice and research on public policy issues.

Reporting to the Clerk Assistant-Committees, this position is responsible for providing research, analysis and recommendations, administrative coordination and advice on parliamentary procedure to Standing and Special Committees of the Legislative Assembly. In addition, this position is responsible for leading team projects directed at improving parliamentary and procedural processes/services. These services include procedural education and communication, table research, table duties, and reviewing, making recommendations for revision, and documenting processes.

What You'll Do:

- Develops and delivers procedural education and communication: Provides training, briefings, and educational materials for Members, staff, and the public, while responding to inquiries to enhance understanding of parliamentary rules and practices.
- Conducts table research including, analyzes parliamentary precedents and developments, prepares procedural reports, and contributes to publications and updates that inform rule development and committee operations.
- Provides table duties and procedural support through advising Chairs of Standing and Special Committees on parliamentary procedure, preparing agendas, reports, and rulings, and ensuring accurate documentation of Assembly proceedings.
- Reviews, recommends, and documents parliamentary processes. Evaluates and improves procedural standards, leads or supports modernization projects, and maintains consistent and transparent records of parliamentary practices.

What You Bring:

- Expertise in public policy research and knowledge of parliamentary procedure.
- Understanding of democratic systems management
- Knowledge for this role will typically be attained through a master's degree in political science, history, or law, supplemented with experience in project management preferably in a parliamentary or government environment.

All employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly, and the successful candidate will need to provide a satisfactory criminal record check.