



Position Summary

Reporting to the Procedural Clerk, the position is responsible during the session for supporting the daily operations of the Legislative Assembly during sessions. The role prepares the House for daily sittings, delivers messages, distributes documents, and supports the proceedings by assisting Members of the Legislative Assembly, Table Officers, and Legislative Assembly employees in providing service to the Members, their staff and government ministries.

Primary Responsibilities

- Supports Legislative proceedings by delivering motion papers, petitions, amendments, tabled documents, etc. between Members and the Table or the Speaker; obtains and/or distributes documents such as legislation, annual reports, correspondence, and other materials as assigned; delivering messages within the Chamber and from the Chamber to offices within the Legislative building.
- Participates in the Speaker's parade at the commencement of each day's sitting, assists in the seating of guests on special occasions, always maintains a presence on the Page benches in the Chamber when not carrying out other duties.
- Travels outside the Legislative Building to obtain a signature from the Lieutenant Governor or Chief Justice for Royal Recommendation.
- Photocopies documents for use by Members and Clerks in the Chamber and ensures Members water glasses always remain full during the daily sitting.
- Updates legislative publications on the Members' desks and at the Clerks' Table.
- Undertakes general office duties in the Office of the Clerk which includes filing, collating, and preparing legislative documents to be mailed, answering telephones, performance of other duties in various Legislative Branches as assigned by the Administrative and Chamber Services Coordinator.
- Delivers documents throughout the Legislative Building involving walking on marble floors and multiple staircases.



Job Knowledge

The ideal candidate should have an interest in parliamentary democracy. The minimum education requirement for this position is Grade 12. Preference may be given to candidates who are currently enrolled in a post-secondary program.

Knowledge of parliamentary proceedings and terminology, organization of the Legislative Assembly, and the location of Caucus and Ministerial offices in the Legislative building is required however training will be provided. Additionally, knowledge of specific Legislative publications, the source of documents and distribution routines is necessary.

Requires knowledge of the operation of office equipment, office procedures and matters of protocol.

Successful candidate must exhibit initiative, sound judgement and reliability as well as possess excellent interpersonal skills and be comfortable dealing with a variety of individuals. Must be able to function effectively as member of a team. Client service experience would be an asset.

Employees of the Legislative Assembly Service are expected to provide non-partisan confidential service to all Members of the Legislative Assembly.

Successful Candidates must be available to work the schedule as noted in the advertisement.

Candidates must be legally entitled to work in Saskatchewan.