

Employment Opportunity:
Session Staff for 2025 Legislative Session
South Dakota Legislative Research Council, Pierre, South Dakota

Interested in the South Dakota legislative process? Want to be a part of it?

The SD Legislative Research Council, the nonpartisan research and support staff to the South Dakota Legislature, is accepting applications for Committee Secretaries and a part-time Office Assistant for the 2025 Legislative Session.

Committee Secretaries take an active role in the legislative process by serving as support staff for legislative committees. The Office Assistant will be based in the LRC main office providing assistance to legislators, lobbyists, and members of the public. These positions are excellent opportunities for college students taking a gap year, people seeking short-term employment, and retired individuals looking to stay in the workforce on a temporary basis.

Duties and Responsibilities: Committee Secretaries provide clerical support to the Legislature's Standing Committees. Must be comfortable learning and working with the Legislature's computer program, sitting at the dais with the Committee members, keeping track of the work of the Committees, calling roll, and announcing vote tallies.

The Office Assistant is responsible for answering phones, directing front office traffic, and other clerical duties. Must be comfortable working with computers and answering and transferring phones through Microsoft Teams. Hours for the front office position will be 7:15 a.m. - 2:00 p.m. on legislative days.

Minimum Qualifications: Graduation from high school required, some college preferred. Applicant must be able to work the entire 2025 Legislative Session, from January 14 to March 13, and be available for training in early January.

Salary Range: \$19.34/hr

Please NOTE: These positions are TEMPORARY and will only run through the dates listed above.

Application Process: Positions will remain open until November 15, 2024. Applications (consisting of a letter of interest and resume) should be submitted through the South Dakota Bureau of Human Resources website or via hard copy or email to:

Rachael Person, Chief of Legislative Operations
South Dakota Legislative Research Council
500 East Capitol Avenue, Pierre, SD 57501
E-Mail: Rachael.Person@sdlegislature.gov | Phone: 605-773-3251

