Employment Opportunity:

Session Staff for 2026 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, a part-time Office Assistant, and part-time Text Editor for the 2026 Legislative Session.

Committee Secretaries take an active role in the legislative process by being an important part of legislative committees. The Office Assistant will be based in the LRC main office providing assistance to legislators, lobbyists, and members of the public. The Text Editor position helps to ensure that the legislation being considered is clear, well-written, and accurate. This is an excellent opportunity 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.

The Text Editor position assists with proofing and editing all forms of legislation, and preparing approved legislative documents for signing by leadership and the Governor. Hours for the Text Editor position will be 9:00 a.m. - 2:00 p.m. on most legislative days but may be shifted to afternoon and evening hours as needed toward the end of session.

Minimum Qualifications: Graduation from high school required, some college preferred. Applicant must be able to work the entire 2026 Legislative Session, from January 13 to March 12, and be available for training in early January.

Salary Range: Committee Secretary and Front Office position = $19.54/hr; Text Editor position = $26.11/hr

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

Application Process: Positions will remain open until November 21, 2025. 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:

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