

**External and Internal Legislative Position: Posting Dates: September 30, 2024 through October 15, 2024.  
All required information must be submitted by 4:30 p.m. on October 15, 2024.**

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**STATE OF ALABAMA  
HOUSE OF REPRESENTATIVES  
ENROLLING AND ENGROSSING  
ASSISTANT SUPERVISOR  
\$60,000 – 100,000 (starting at \$60,000)**

**PRIMARY RESPONSIBILITIES AND ABILITIES:**

This full-time position is a vital function of the legislative process in which amendments and substitutes are incorporated into bills in the LINX system during legislative sessions. The Enrolling and Engrossing Office is responsible for engrossing amendments and substitutes adopted in committee and on the House floor into bills and, upon final passage of a bill, creating a final enrolled version of the bill to be presented to the Governor and Secretary of State. Knowledge of legislative procedure, the amendment process, and the LINX system, as well as attention to detail, are required for this position. The ability to multi-task in a fast-paced environment is required also. This position reports to the Enrolling and Engrossing Supervisor.

Duties include but are not limited to:

- Engross amendments and substitutes into bills and joint resolutions. Check for accuracy and send appropriate messages to the Senate and the Journal Room regarding action taken on bills.
- Prepare messages for the Senate regarding enrolling and engrossing action taken in the House.
- Generate, format, and check accuracy of engrossed and enrolled bills.
- Monitor committee activity and assist with the engrossment of amendments and committee substitutes adopted in committee.
- Monitor activity on the House floor to assist with the engrossment of floor amendments and substitutes.
- Prepare enrolled versions of bills and check for accuracy following final passage of bills.
- Obtain appropriate signatures on enrolled bills and communicate with the Governor's Office and Secretary of State regarding the presentment of enrolled bills.
- Assist in archiving legislation at the end of the session.
- Communicate with the staff of the Senate and the Legislative Services Agency regarding engrossed and enrolled bills.
- Assist in the management of the Enrolling and Engrossing Office in consultation with the Enrolling and Engrossing Supervisor.
- Perform all other duties assigned to enable the Enrolling and Engrossing Office to meet deadlines and schedules.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Graduation from an accredited high school or GED equivalent.
- Experience in basic keyboarding and proficient skills using word processing and software.
- Effective communication skills (verbal and written) using correct English grammar.
- Prior experience in LINX and the legislative environment will be given preference.
- Ability to perform training required by the House of Representatives.

*Employees with the Alabama House of Representatives  
maintain a work schedule to include extended hours, possible holidays and weekends.*

**The Alabama House of Representatives is an Equal Opportunity Employer**

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**How To Apply For This Position**

Qualified applicants must submit a cover letter of interest stating why you want the position and what makes you the most qualified for the position. Also, a completed application for the House of Representatives and your resume should be included. Submit to: Lynn Parker, Human Resources Manager, Suite 209, Alabama State House, 11 South Union Street, Montgomery, Alabama 36130.