

Job Title:

NON-CLASSIFIED – Calendar Clerk

Closing Date/Time:

Friday, 10/24/2025 11:59 PM Mountain Time

Salary:

\$200.00 Daily

Job Type:

Seasonal

Location:

State Capitol Building
Denver, Colorado

Department:

General Assembly – Senate

Body:

This position is non-classified and seasonal. Do not use online application submission options to apply for this position. Instead, please refer to the Supplemental Information section of this announcement for application instructions. This position is employed by the Colorado Senate. Legislative Council facilitates the posting of the position, but is not the employing department.

The Colorado State Senate is seeking qualified applicants for seasonal employment during the upcoming legislative session, which runs for four months from January 14 through May 13, 2026. This position is seasonal and works well for those who are retired or want to have their summers and autumns free. It is a great opportunity to learn new skills and observe the legislative process while receiving health, vision, and dental insurance. A more comprehensive list of the benefits package is listed below.

Salaries start at \$200 per day.

During the legislative session this position works a full-time, five days per week schedule. This job requires the ability to work in a nonpartisan manner in a partisan environment. Senate employees may be required to work beyond typical office hours with little advance notice. On rare occasions, work on weekends may be required. Punctuality, attendance, professionalism, and attention to detail are essential.

Successful employees are asked to return on a recurring basis each year and have the opportunity to maintain benefits year-round. Session-only employees enjoy a comprehensive benefits package for the duration of their employment which includes Public Employees Retirement Association (PERA) plans; health, dental, vision, and basic life insurance; short term disability; optional FSA and HSA accounts; paid holidays and

paid time off during Senate closures due to inclement weather; a monthly RTD pass; and paid parking.

Description of Job:

The Calendar Clerk reports directly to the Secretary of the Senate and serves in a nonpartisan capacity. The primary job functions of the calendar clerk during the legislative session are as follows:

- Creating a daily published calendar, which is printed for distribution and posted to the Colorado General Assembly's web page.
- Posting session proceedings in real time, using in-house software.
- Creating Senate Messages, which are the official reports to the House of Representatives of the Senate's completed work for any given day.
- Delivering related bills to the Chief Clerk of the House and the Revisor of Statutes.
- Managing reservations in Senate spaces.
- Any other tasks/projects as assigned by the Secretary of the Senate.

This position is highly visible and interactive with the Senate during all facets of legislative floor work. A successful candidate will maintain a calm and professional demeanor under fast-paced stressful situations.

The Calendar Clerk must:

- Pay close attention to details.
- Demonstrate strong independent work ethic with exceptional executive function and organizational skills.
- Proactively seek assistance from a supervisor when necessary.
- Exhibit superior verbal and written communication abilities.
- Have the ability to work closely and cooperate with teammates and legislators.
- Possess fast and accurate computer skills.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights:

While previous legislative or government experience is not required, an interest in or knowledge of the legislative process is a benefit.

Supplemental Information:

Applicants must submit a cover letter expressing interest and resume via email, addressed to Ryan Breitweiser, at ryan.breitweiser@coleg.gov. Please include in the subject line the title of the position for which you are applying and submit three (3) professional references along with your cover letter and resume.

Cover letters and resumes **must be received by 11:59 PM Mountain Time on Friday, October 24, 2025**, to receive consideration for the position.

The Colorado State Senate is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. All qualified applicants will receive equal opportunity and employment decisions will be based upon job-related factors.

NO PHONE CALLS