



Position Summary

Reporting to the Parliamentary Education and Protocol Supervisor, the position provides operational support during sittings of the Legislative Assembly by assisting members and Table Officers in the Chamber environment. Duties include preparing the House for daily proceedings, delivering messages and procedural materials, distributing documents, supporting Chamber operations, and assisting procedural and administrative employees in providing services to members, caucus and constituency employees, and government ministries.

Primary Responsibilities

- Provides operational support to legislative proceedings by delivering motions, petitions, amendments, tabled documents, messages, and other materials between members, the Table Officers, and the Speaker during sittings of the Assembly. Assists with the distribution and retrieval of legislative and procedural documents, including bills, reports, correspondence, and related materials within the Chamber and Legislative Building.
- Maintains a continuous operational presence in the Chamber during sittings, supports ceremonial and protocol functions including participation in the Speaker's Parade and guest seating for special events, and responds to requests from members and Table Officers in a timely and professional manner.
- Performs procedural support duties associated with House operations, including obtaining required signatures related to Royal Recommendation processes from the Lieutenant Governor or Administrator when directed. Assists with the handling and distribution of documents required for Chamber proceedings, including photocopying and distribution of materials to members and procedural team. Ensures the Chamber environment remains orderly and appropriately supported throughout daily sittings.



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, legislative terminology, Chamber protocol, and the organizational structure of the Legislative Assembly Service. Requires familiarity with the Legislative Building, including the location of members, caucus, ministerial, and procedural offices, as well as knowledge of established document handling and distribution practices associated with House operations.

Requires the ability to operate standard office equipment and follow established administrative procedures. Requires working knowledge of legislative publications, procedural materials, and established practices related to the handling, and distribution of documents during legislative proceedings.

Successful candidates must be legally entitled to work in Saskatchewan, available to work the advertised schedule, and committed to providing confidential, non-partisan service to all Members of the Legislative Assembly.

Candidates 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.

Hours of Work

The term of the employment will be over both the 2026 fall (mid-October to mid-December) and 2027 spring (early March to mid-May) sittings of the Assembly. *Legislative Pages do not work in the period between mid-December to early March.*

Monday to Wednesday

- 12:30 p.m. to 5:00 p.m.
- Some overtime may be required each week, particularly when the Assembly is sitting on Monday and Tuesday evenings from 6:45 p.m. – 10:30 p.m.

Thursday

- 9:00 a.m. until 1:00 p.m.

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.