



**Journals Assistant
(Term, Full-Time, onsite)**

Position Summary

This position provides specialized procedural and administrative support focused on the accurate preparation, publication, and maintenance of the Legislative Assembly's official sessional records, including the Journals, Votes and Proceedings, and Routine Proceedings and Orders of the Day. Reporting within the Procedural Services branch, the role supports the integrity of the Assembly's Journals and related records by ensuring legislative business is accurately captured, recorded, verified, and preserved in accordance with the rules, procedures, and established parliamentary practice. The Journals Assistant works closely with the Procedural Clerks and other members of the procedural services team to support the continuity, accuracy, and historical integrity of the Assembly's official record.

The position is also responsible for receiving and distributing annual reports, as well as assisting with various functions that improve parliamentary and procedural processes and services, such as administering the Legislative Tracker and updating process manuals.

Primary Responsibilities

- Assists in the daily preparation, production, and maintenance of the Assembly's official sessional records, including the Journals, Votes and Proceedings, and Routine Proceedings and Orders of the Day, ensuring accuracy and compliance with parliamentary rules and established precedent.
- Tracks and records legislative business in the Legislative Tracker, including motions, bills, amendments, votes, rulings, Question Period, and more, ensuring all proceedings are accurately reflected in the official sessional record.
- Serves as the lead in receiving and distributing annual reports and fielding inquiries relating to tabled documents from members, caucuses, ministries, etc.
- Communicates critical Assembly information regarding expected business, statistics, and LT reports to employees as well as retrieving and distributing crucial parliamentary information from LT to the Speaker, Clerks, House Leaders, caucuses, LAS, etc., including the maintenance and updating of Chamber LT reports for the Clerks and Speaker.
- Supports the safekeeping, organization, and preservation of the Assembly's official sessional records, ensuring records are complete, accessible, and maintained in accordance with archival and legislative requirements.
- Updates and maintains procedural reference materials, including screeds, templates, and internal manuals related to sessional record-keeping, parliamentary language, and precedent, as well as tools for orientation, training, and procedural materials to meet anticipated needs of elected officials, executive government, and the public.
- Collects, compiles, and validates statistical and historical data related to legislative sessions for inclusion in official publications and reference materials.



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- Assists with the production and publication of information to the Legislative Assembly website and MLA portal pertinent to parliamentary documents, including the parliamentary calendar, sessional papers, seating plans, the progress of estimates, the progress of bills, and specialized parliamentary materials, ensuring published legislative information aligns with the official record.
- Responds to internal requests for procedural or historical sessional information and conducts preliminary research related to House business and precedent, escalating complex procedural interpretative matters to the procedural team as required.
- Performs related duties in support of Procedural Services as assigned.

Job Knowledge

This position requires knowledge of parliamentary procedure, democratic systems, and public administration, as would typically be attained through an undergraduate degree in Political Studies, History, Public Administration or Canadian Studies supplemented with experience in a Parliamentary or government environment.

The position requires knowledge of Assembly processes, rules, and precedents associated with the Rules and Procedures of the Legislative Assembly.

In addition, proficiency in the English language, including grammar, spelling, syntax, and punctuation is required.

Employees of the Legislative Assembly Service are expected to provide non-partisan confidential service to all Members of the Legislative Assembly.

A Criminal Record Check is required for this position.