



# Legislative Assembly Service

SASKATCHEWAN

If you are interested in this opportunity, please submit a cover letter and resume by 5:00 p.m. (CST) **February 16, 2026**, to:

Attention: Miranda Gudereit, Clerk Assistant  
Room #14 - 2405 Legislative Drive  
Regina, Saskatchewan S4S 0B3  
Tel: (306)-787-0421  
Email: [careers@legassembly.sk.ca](mailto:careers@legassembly.sk.ca)

**Please quote competition 1052362  
in the subject line of your email.**

Clearly indicate in your resume or cover letter where and how you have gained the required knowledge and qualifications. Selections for interviews will be based on this information. Applications without a cover letter will not be considered.

Thank you for your expression of interest. Only candidates selected for interviews will be contacted.

To learn more about the LAS and our Vision, Mission, and Values; and to find further information about the position, salary and benefits, please visit

<https://www.legassembly.sk.ca/las/employment/>

## Journals Assistant (Term – 10 months, Full-time, onsite) - March 1 to December 31, 2026

Imagine working at the heart of Saskatchewan's democratic process, where your attention to detail, sessional record-keeping and procedural documentation ensures the accuracy and integrity of the Assembly's official legislative record - sustaining a parliamentary institution, not just supporting an organization. Based in the historic Legislative Building in beautiful Wascana Park, this role offers the chance to grow, evolve, and contribute to something bigger. The Legislative Assembly Service (LAS) is dedicated to enhancing parliamentary democracy by providing impartial, non-partisan support to the Legislative Assembly. Our mission is to foster a transparent, participatory democracy, with a team committed to supporting the institution of Parliament for the people of Saskatchewan.

The Parliamentary Support Division brings together the branches that directly support the proceedings of the Assembly. The division includes the Procedural Services Branch, which provides support to the Assembly in the form of procedural advice, committee support, and broadcast expertise. The team produces and manages several time-sensitive Assembly documents and permanent official records of the Assembly's proceedings. In addition, the branch supports the standing and special committees of the Assembly with procedural advice and research.

Reporting to the Clerk Assistant, 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. This role supports the integrity of the Assembly's Journals and related records by accurately capturing, verifying, and preserving legislative business in accordance with established rules, procedures, and parliamentary practice. In addition, this position manages the receipt and distribution of annual reports and assists with various functions that improve procedural processes and services, including administering the Legislative Tracker and updating process manuals.

### What You'll Do:

- Prepares, maintains, and preserves the Assembly's official sessional records, ensuring accuracy and compliance with parliamentary rules, precedent, and archival standards.
- Tracks, records, and validates legislative business in the Legislative Tracker, including bills, motions, amendments, votes, rulings, and Question Period.
- Manages the receipt and distribution of annual reports and communicates key parliamentary and Legislative Tracker information to the Speaker, Clerks, House Leaders, caucuses, and Assembly personnel.
- Maintains procedural reference materials and online parliamentary content, compiles legislative statistics and historical data, responds to procedural or historical information requests, and supports Procedural Services as required.

### What You Bring:

- An Undergraduate Degree in Political Science, History, Public Administration or Canadian Studies supplemented with experience in a parliamentary or government environment. In addition, proficiency in the English language, including grammar, spelling, syntax, and punctuation is required.
- Exceptional attention to detail and quality control skills enabling you to track complex legislative business and ensure accuracy across publications.
- Strong organizational and communication skills, allowing you to manage competing deadlines and work collaboratively with the Procedural Services team.

***All employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly, and the successful candidate will need to provide a satisfactory criminal record check.***