

BUCKEYE BOYS STATE GENERAL ASSEMBLY
JOB DESCRIPTIONS FOR CLERICAL STAFFS AND LEGISLATIVE SERVICE COMMISSION

1. CLERK (Called LEGISLATIVE CLERK in the House and SENATE CLERK in the Senate; many times simply called CHIEF CLERK at Buckeye Boys State): Is an elected administrative officer of the House or Senate. Supervises the operation of the entire clerks' staff. Makes certain all sections of the clerk's office are running smoothly and offers help where needed. Supervises maintenance & condition of committee rooms. Keeps & maintains an adequate supply of amendment forms available at his desk for members' use to offer amendments to bills or resolutions both in committee & from the floor during third consideration. Keeps a supply of signature forms to be attached to the official enrolled copy of all bills to be sent to the Governor. Attests all messages sent to the other house, and attests the signature of the presiding officer on all bills to be sent to the Governor. Also attests each issue of the journal. Keeps a record of all bills & resolutions introduced in his house as well as any documents received from the other house, and the action taken on same, using a legislative status sheet. Should daily compare his legislative status sheet with that of the Bill Clerk to ensure accuracy. Keyboarding and/or typing is an asset. Must be present during all floor sessions.

2. JOURNAL CLERK: Keeps a record (journal) of the proceedings of the House or Senate. Record should be brief, concise, and should indicate all bills, resolutions, messages, etc. considered and the action taken thereon. A clean copy of all roll call votes taken is to be included in the journal. Responsible for the keyboarding/typing and printing of the journal. He may be aided by the Enrolling and Engrossing Clerks if they are not busy. Must be present during all floor sessions. Keyboarding/typing skills required.

3. READING CLERK: Reads the titles of all bills and resolutions as they come up for consideration in the House or Senate. Also reads all the official messages received from the other house or the Governor. Should have the ability to read aloud well in a clear, loud voice. Helps where needed during recess. Must be present during all floor sessions.

4. BILL CLERK: Assigns a number to all bills and resolutions introduced in the House or Senate. All bills and resolutions are numbered consecutively as they are introduced, so Bill Clerk must keep track of the numbers assigned each document & be careful not to give the same number to two different documents of the same type. Keeps a record of all bills & resolutions introduced in his house as well as any documents received from the other house, and the action taken on same, using a legislative status sheet. Should daily compare his legislative status sheet with that of the Chief Clerk to ensure accuracy. Will make and keep a book (file) of all the following documents introduced in the House or Senate: (1) bills; (2) simple resolutions; (3) joint resolutions; (4) concurrent resolutions. Should see that each Legionnaire Commissioner receives a copy of every bill and resolution introduced. Must be present during all floor sessions.

5. **MESSAGE CLERK:** Keeps and maintains an adequate supply of Senate or House message forms on hand. Is responsible for properly filling out the message form, attaching it to a copy of any document (bill, resolution, etc.), and sees that it is delivered to the Message Clerk of the other house or to the Governor, as the case may be. When the document is delivered, a receipt must be obtained, and the Message Clerk will keep a file of these receipts. Receives all documents sent from the other house and gives receipts for all messages, bills, and other documents received from the other house or from any executive departments. When, during a floor session, he receives such documents, he should notify the Clerk & presiding officer in case it is necessary to dispose of the message immediately. Should keep an adequate quantity of receipt forms on hand and print additional forms when needed. Sees to it that bills or resolutions referred to committee are delivered to the proper committee chairman. Must be present during all floor sessions.

6. **RECORDING CLERK:** Records and keeps a copy of all roll call votes taken in the House or Senate. Should maintain an adequate supply of blank roll call sheets for his use. Assists the Journal Clerk in the preparation of the Journal and should see to it that a clean copy of each roll call vote is incorporated as part of the Journal. Keyboarding/typing an asset. Must be present during all floor sessions.

7. **ENGROSSING CLERK.** Responsible for the preparation (keyboarding/typing) & printing of all bills introduced in the House or Senate; duties will also include the preparation of any resolutions introduced that have not been preprinted (such as procedural resolutions introduced at the opening session). Will also be responsible for entering all amendments made by committees, made from the floor, or agreed upon by conference committees, in the proper place(s) in the bill amended. This copy is known as the engrossed copy. When a bill has passed one house and is to be sent to the other house, will prepare an "As Passed by the House" or "As Passed by the Senate" version to be sent to the other house for consideration. Keyboarding/typing skills a must! In actual practice at Buckeye Boys State the Engrossing Clerk and Enrolling Clerk will share the responsibilities of both positions, and in some cases these positions may be combined. Need not be present on floor during floor sessions.

8. **ENROLLING CLERK:** Responsible for putting bills into final form (enrolling) for signature by the Speaker of the House and the President of the Senate before they are forwarded to the Governor. This entails the proofreading of enrolled and engrossed bills to make certain all amendments to the legislation have been inserted properly. It also includes adding a sheet with blanks for signatures of the presiding officers, attestations of the clerks, and approval signature of the Governor. A standard signature form is available for this purpose from the Chief Clerk of the respective house or from LSC office, and the Enrolling Clerk should make use of this form. Will also work with the Engrossing Clerk on the keyboarding/typing & printing of all bills. Keyboarding/typing skills a must. In actual practice at Buckeye Boys State the Engrossing Clerk and Enrolling Clerk will share the

responsibilities of both positions, and in some cases these positions may be combined. Need not be present on floor during floor sessions.

9. PARLIAMENTARIAN: Must become thoroughly familiar with the rules governing the operation of the General Assembly with particular emphasis on the rules of the particular house which employs him and on the joint rules. During floor sessions he sits next to the presiding officer and gives him the proper verbiage as various motions are made and as the various orders of business are covered. Will help the presiding officer rule on any points of order and other parliamentary challenges. Should meet daily with the presiding officer to review the day's agenda, go over the proper procedural motions, if any, and review the proper verbiage to be used. Must be present during all floor sessions.

10. SERGEANT-AT-ARMS: Is the chief police officer of the House or Senate. Maintains good order in the hall, gallery corridors, and committee rooms. Strictly enforces the rules regulating admission of persons to the floor of the House or Senate. Should make signs and post them to indicate where members of the press and visitors may sit during floor sessions. Welcomes all visitors and shows them where seating is permitted. On an order for a call of the House or Senate, he shall forthwith proceed to arrest and bring absent members into the House or Senate. Serves all subpoenas and warrants issued by any duly authorized officer, committee, Senator or Representative. During floor sessions he shall deliver amendment forms from the Chief Clerk to any House or Senate member wishing to amend legislation that is under consideration. He shall also assist in the assembling, stapling, and distribution of bills, journals, and any other documents distributed to the entire house in which he is employed. Must be present during all floor sessions unless excused for other duties.

11. ASSISTANT SERGEANT-AT-ARMS: Assists the Sergeant-At-Arms in all his duties. Has essentially the same duties as Sergeant-At-Arms, but works under his direction. Must be present during all floor sessions unless excused for other duties.

12. LEGISLATIVE SERVICE COMMISSION: The Legislative Service Commission (LSC) is responsible for helping Senators and Representatives research the Ohio Revised Code (ORC) and to help them write bills. Members of the LSC will learn how to locate laws already on the books about a variety of subjects using both the printed Code and the Code available on CD-ROM on computers. Members of the House and Senate may come to them with ideas and concepts and the LSC members will locate the pertinent section(s) of the ORC and help the members write their bills. Keyboarding/typing skills a must.