

# OKLAHOMA SENATE

## VACANCY ANNOUNCEMENT Soundboard Technician

The Oklahoma Senate is receiving applications and resumes for the temporary (session only) position of Soundboard Technician.

### Duties:

- Works under the general direction and guidance of the Director of the Records & Information Division.
- Serves during daily Senate floor sessions and potential, extraordinary (special) sessions of the legislature with operation of the Senate audio system.
- Manages the operation of the Senate video system for internal live feeds and external video for online streaming.
- Coordinates the maintenance and repair of the chamber audio visual system with the Senate Information Services Division.
- Provides office support services to the Records & Information Division.
- Performs other related tasks as required and assigned.

### Knowledge and Skills

- Skill in following instructions, understanding and interpreting policies, procedures, and rules.
- Must possess the ability to function successfully in stressful situations, to problem solve in instances that require tactful, sensitive responses to members of the Senate, employees, and the public, and the ability to find sensible solutions to matters requiring immediate attention and/or action.
- Skill in communicating effectively with others, both orally and verbally, and in dealing with individuals diplomatically and courteously.
- Ability to establish and preserve effective working relationships with others.
- Ability to acquire basic understanding of the Senate Rules pertaining to order and decorum.
- Physical strength and endurance for remaining in in a stationary position, sitting for prolonged periods.

### Pay for Temporary Service:

- Schedule requires full availability Monday through Thursday prior to and throughout the legislative session (mid-January through the end of May). Pay is \$22.55/hour, with a minimum of 4 hours a day, 4 days a week guaranteed.

Email resume and/or completed application form to: [hrrsenate@oksenate.gov](mailto:hrrsenate@oksenate.gov)

OR

Mail or deliver to:

Oklahoma Senate, HR/Personnel Services, 2300 North Lincoln Blvd., Room 309.1C,  
Oklahoma City, OK 73105-4808

Posted: 10/28/2022  
Open until 12/2/22