LEGISLATIVE ASSEMBLY of BRITISH COLUMBIA

JOB DESCRIPTION

Job Title	Junior Committee Clerk	**Classification**	Band 3
Department	Parliamentary Committees Office	**Date Updated**	October 2026
Reports to	Clerk of Committees		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Parliamentary Committees Office supports the Clerk of the Legislative Assembly, the Clerk of Committees and other Table Officers in providing procedural, operational, communications and research services to the Speaker, other Presiding Officers and Members to support the deliberative processes and general operations of the Assembly and its parliamentary committees—i.e., select standing and special committees. Each parliamentary committee is assigned a Clerk who serves as the committee's principal coordinator and adviser regarding parliamentary procedure, committee operations and public consultation processes. Each parliamentary committee is assisted by a Research Analyst or Researcher, who prepares any necessary backgrounders, briefing notes, and summaries of evidence for inquiries.

JOB SUMMARY

Reporting to the Clerk of Committees, the Junior Committee Clerk serves as Clerk to assigned parliamentary committees, providing professional and impartial advice on parliamentary procedure and practice. The position is also a key member of the Parliamentary Committees Office leadership team and oversees the work of committee research services for assigned committees and organizational projects.

KEY RESPONSIBILITIES

- Serves as Clerk to assigned parliamentary committees, overseeing committee meeting preparation, coordination and administration.
- Oversees Parliamentary Committee Office research services for assigned committees and organizational projects, ensures documents prepared to support the work of parliamentary committees are of consistently high quality and value; sets clear standards and expectations; monitors products and provides support and guidance to enhance employee performance.
- May assist Table Officers in supporting parliamentary proceedings.
- Contributes to the proper functioning of parliamentary committees by providing professional and impartial procedural advice and information to Committee Chairs, Committee Members, caucus staff, government officials and the public with respect to assigned select standing and special committees.
- Oversees written contributions to professional and parliamentary publications and supports Members with their participation in parliamentary conferences and associations.

- Drafts responses on behalf of the Legislative Assembly to inquiries from the public, other parliamentary jurisdictions, and government officials concerning matters related to Assembly activities, policies and practices, and parliamentary procedure.
- Provides guidance to assigned staff; ensuring work assignments and expectations are clearly communicated; works with assigned staff to develop individual and team performance goals that align with departmental priorities; and provides feedback on performance.
- Actively supports and contributes to sustaining the Parliamentary Committees Office as a healthy, positive, supportive, and respectful work environment that attracts, retains, develops and engages employees.
- Works closely with the Clerk of Committees to support the development of departmental strategies and delivery of departmental goals.
- Researches and drafts procedural rulings and statements for Committee Chairs regarding matters arising in parliamentary committees.
- Manages financial and administrative resources for assigned committees, including preparation and monitoring of business plans and budgets; oversight of procurement processes and contract management; documentation and reconciliation of expenses; and creation, retention and disposition of records and evidence.
- Contributes to budget development for Parliamentary Committees Office department, including preparation of business cases.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly
Deputy Clerk of the Legislative Assembly
Clerk of Committees
Junior Committee Clerk

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in Public Administration, Political Science or a related program, plus at least five years' experience leading teams and five years' experience related to parliamentary committee administration, research, or parliamentary procedure, or an equivalent combination of education and experience.
- Experience working with time sensitive and confidential materials.

KNOWLEDGE, SKILLS & ABILITIES

- An understanding of the Westminster system of parliamentary democracy and the respective roles of the Crown, the Executive, Parliament and the judiciary.
- Knowledge of parliamentary rules of debate, practices and procedures, and parliamentary privilege, and their applicability to the Legislative Assembly of British Columbia's parliamentary committees.
- Knowledge of structure and functions of government ministries and agencies and how they inter-relate with the Legislative Assembly of British Columbia.
- Skilled in oral and written communication, including preparing business correspondence and oral reports.

- Skilled in conducting research using current tools and techniques including automated reference tools, remote databases, and online sources.
- Strong analytical and problem-solving skills.
- Strong attention to detail.
- Ability to work effectively with, advise and consult with Members of the Legislative Assembly, senior management, government officials, caucus staff, and the public.
- Ability to communicate with Members of the Legislative Assembly, government officials, colleagues and members of the public in a positive and constructive manner.
- Ability to maintain strict impartiality, discretion and confidentiality in a sensitive political environment.
- Ability to exercise judgement, take initiative and apply innovative approaches to problem-solving.
- Ability to undertake logical analysis of the issues confronting assigned Committees.
- Ability to operate a computer with a Windows-based operating environment.
- Ability to work independently and collaboratively with others.
- Ability to manage multiple issues with tight timelines, to prioritize and balance competing demands, and to work effectively to meet deadlines under pressure.