

**Oregon State Legislature
Page/Doorkeeper/ (Senate)
Job Description**

Classification Title	Page/Doorkeeper Senate		
Job Code:		Job Family:	Legislative
Pay Grade	01	Date Reviewed:	
FLSA Status	Non-Exempt	Date Revised:	10/2024

GENERAL SUMMARY

Facilitates the smooth operation of the Senate by enforcing chamber rules and protocols, keeping lines of communication open between members and the staff and public, keeping floor session orderly, and providing versatile assistance to the members and staff.

REPORTING RELATIONSHIP

Reports to the Sr. Deputy Secretary of the Senate.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Control ingress and egress to the chamber floor during session as prescribed by the Rules of the Senate, the presiding officer of the chamber, the Minority/Majority Leader of the Senate or the Secretary of the Senate.
2. Prepares chamber before and after sessions by straightening chairs and microphones, closing outer doors, distributing publications, turning on/off lights, and locking/unlocking phone booths.
3. Distributes notes to and from members, and staff. Distributes handouts and documents to members and staff.
4. Enforces rules of decorum. Instructs visitors in proper behavior, such as to refrain from bringing food and drink into the chamber or from using flash photography, cellular phones, pagers, and other electronic devices.
5. Greets visitors and responds to their questions.
6. Distributes morning publications, including bills and measures, measure status reports, legislative schedules, and index and third reading calendars and lists.
7. Disseminates daily messages, such as committee report files, first reading lists, committee referral notices, and third reading alerts.
8. Takes official bill folders to the House Chamber/Chief Clerk's office after daily floor session.

9. Distributes messages to various offices, including the Governor's office, Secretary of State's office, Chief Clerk's office, and various other offices in the Capitol. Obtains a signature and returns folder to the Secretary of the Senate's office.

KNOWLEDGE, SKILLS & ABILITIES.

- **Knowledge of:**
 - Capitol building's layout and the location of services and offices.
 - The layout of the Senate chamber as well as the member desks.
- **Skill in:**
 - Communication, diplomacy in interactions with members, staff and general public.
- **Ability to:**
 - Work in an integrated team
 - Work efficiently and promptly as there are often internal office deadlines.
 - Interpret and communicate policies to management, members, co-workers, and the public
 - Maintain confidentiality
 - Use office equipment, such as copier, telephones, and computers
 - Maintain an impartial, non-partisan perspective in a political environment

MINIMUM JOB REQUIREMENTS

High School diploma or G.E.D. equivalency. No experience is required.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

May occasionally, and with minimal notice, work non-routine schedules including early morning, late night and weekends with potential disruption to breaks and mealtimes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Often requires standing long periods of time.

Medium Work – Depending on assignment, positions in this class typically exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having move objects.