



Alabama House of Representatives Hiring Process Frequently Asked Questions

How do I apply for a job?

External job postings for fulltime job vacancies will be posted on the Alabama House of Representatives' website under JOBS. Other recruiting sites may also be utilized. Complete a job application and forward to the Human Resources Office.

What happens once I submit my application?

The Human Resources Manager will review all applications. Applications that meet the qualifications for the job will be reviewed by the hiring supervisor. Selected applicants will be scheduled for interviews.

What should I expect in an interview?

Interviews will be conducted by the Human Resources Manager and the hiring supervisor. The Chief Clerk, Administrative Assistant, Assistant Clerk and Clerk of the House may also participate in the interview.

If I am selected for a position, when will I begin work?

After you have accepted the job, the Human Resources Office will coordinate your starting date with your new supervisor.

My contact information has changed. Should I notify you?

Yes. Please notify the Human Resources Office if you need to update your contact information.

Will I have to work extended hours, holidays and weekends?

When the Legislature is in session, employees should be prepared to work an extended schedule beyond the normal work hours. Work on holidays and weekends may also be required.

When do my benefits begin?

Most benefits begin on your first day of work.

What is the location of the Human Resources Office?

11 South Union Street, Montgomery, Alabama, Suite 207

All guests must enter through the security checkpoint from South Union Street.

Is parking available?

You may park at the metered parking around the State House or park free in the Crampton Bowl parking lot. Employees of the Alabama House of Representatives have free, assigned parking.

How do I apply for legislative session jobs?

Contact the Human Resources Manager to learn about legislative session jobs.