



## TEXAS HOUSE OF REPRESENTATIVES

### INTERNAL AND EXTERNAL JOB POSTING

### SESSION RESEARCHER/ WRITER

(Session position only)

**SUMMARY:** Gather information and write about pending legislation for the Daily Floor Report produced for House members during the 88th regular legislative session. The position begins in late January and lasts through the end of May.

#### **ESSENTIAL JOB DUTIES:**

- Research, analyze, and write about pending legislation for the Daily Floor Report.
- Follow assigned committees and attend committee hearings.
- Performs other duties as assigned.

**EDUCATION & EXPERIENCE:** Graduation from high school or equivalent. Graduation from an accredited college is generally preferred. Education and experience may be substituted one for another. Those with professional or educational backgrounds in law, journalism, public policy, government, finance, economics, and related fields are encouraged to apply.

**KNOWLEDGE, SKILLS & ABILITIES:** The position requires advanced skills in writing, research, and critical analysis. Applicants should be able to assemble information rapidly under deadline pressure and have a commitment to factual accuracy, objectivity, and impartial analysis. Skills in writing for a general audience and experience or demonstrable interest in state issues, public policy, the legislative process, or state government are required. Applicants must be able to communicate and work effectively with legislative staff and maintain flexibility in assigned duties. Candidates should be prepared to work considerable extended hours and weekends, when needed, and have the capacity to work in a fast-paced and rapidly changing environment.

#### **GENERAL SALARY INFORMATION:**

SALARY RANGE: \$3,800 monthly  
OPENING DATE: November 16, 2022  
CLOSING DATE: Until Filled  
APPLY TO: Texas House of Representatives  
PO Box 2910  
Austin TX, 78768

To be considered an applicant for this position, you must complete a Texas House of Representatives application, a resume, a cover letter outlining your interest and qualifications for the position, and a writing sample.

Applications may be found at: <https://house.texas.gov/media/pdf/application-2022.pdf>

Mail employment application, resume, cover letter, and writing sample to:

Texas House of Representatives  
Payroll/ Personnel Department  
PO Box 2910  
Austin, Texas 78768

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.