



TEXAS HOUSE *of* REPRESENTATIVES

Representative Cecil Bell, Jr.

District 3

Representative Cecil Bell, Jr. is seeking an applicant for a full-time paid Legislative Aide position in Austin, Texas.

The Legislative Aide shall:

- Answer the phone and greet visitors
- Manage constituent correspondence
- Check and sort mail
- Collect invitations and maintain calendars
- Research and draft reports regarding legislation
- Request hearings for bills and prepare bill analyses
- Prepare bill books/files for each of the Representative's bills, including bill analyses, talking points, floor speeches, etc.
- Monitor committee hearings and track relevant legislation
- Track the Representative's voting record
- Other duties as assigned by Chief of Staff

Applicants should have strong research and writing skills, well-developed organizational and interpersonal skills, solid computer skills, and effective communication skills. Applicants should also have an avid interest in government and the legislative process. Applicants should be able to take directions and follow office rules and procedures. **Session experience preferred.**

To Apply

Please submit a cover letter and resume (include undergraduate GPA) to Chief of Staff at district3.bell@house.texas.gov. Only candidates selected for interviews will be contacted.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, national origin, age or disability in the employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please include that information in your e-mail.