



# JOHN H. BUCY, III

TEXAS STATE REPRESENTATIVE • DISTRICT 136

## Legislative Intern

### **SUMMARY:**

Interns will support the Representative and Staff in matters of constituent services, legislation, communications, and maintaining an open and engaged office for constituents and stakeholders. This position lasts the duration of one semester and primarily reports to the Legislative Director. This position offers a stipend of \$1000 a month with the expectation of 15 hours of work per week.

### **APPLICANTS:**

Ideal applicants are undergraduate or graduate students who are highly motivated and eager to learn and grow while giving back to the community. Strong communication skills, the ability to work as part of a team, and a strong work ethic are required. An interest in politics and the state legislative process or policy areas is strongly recommended. To apply, send a resume, cover letter, and writing sample with subject line "Legislative Internship" to [max.lars@house.texas.gov](mailto:max.lars@house.texas.gov)

### **ESSENTIAL JOB FUNCTIONS:**

- Assists with research, briefings, and otherwise in developing policy, preparing for hearings or committee meetings, and in advance of meetings with constituents and visitors;
- Office tasks such as data entry, logging incoming and outgoing correspondence, handling visitors, telephone calls, and other clerical duties;
- Maintains a good working relationship with the Representative, Staff, and constituents;
- Performs other duties as assigned.

### **SKILLS AND KNOWLEDGE REQUIRED:**

- Ability to perform the essential job functions above;
- Strong oral and written communication skills;
- Thoroughness and careful attention to detail;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner and work cooperatively and courteously with others;
- Ability to exercise discretion and independent judgment in fulfillment of responsibilities; and
- Proficiency in office computer applications and word processing

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.