

# Office of State Representative Terry Canales

The Office of Representative Terry Canales (Edinburg, Texas) is seeking one or more interns that will work in the Capitol office in Austin during the fall and 86<sup>th</sup> Texas Legislative Session in the spring. Interns will get the opportunity to directly work on legislation. The position offers an exceptional opportunity to observe and engage in Texas public policy.

Staff must be able to work at least 10 hours a week. Applicants should possess strong written and verbal communication skills; have experience with Microsoft Office, multi-line phones, and have a professional attitude and appearance. Our office will be happy to oblige with any requirements necessary for students to receive class credit for the experience.

## Duties

1. Interact with office visitors
2. Answer telephones
3. Perform general clerical duties including copying, faxing, mailing and filing
4. Create and modify documents such as reports, memos and letters using Microsoft Word, Excel, or Power point
5. Managing and troubleshooting constituent casework and completing constituent correspondence as assigned

## Skills and Attributes

1. Strong writing skills
2. Ability to take initiative
3. Creative problem-solving skills
4. Ability to communicate effectively
5. Ability to operate standard office equipment, including but not limited to, computers, telephones, copiers, and facsimile machines.
6. Knowledge of and Experience with full Microsoft Suite
7. Ability to follow oral and written instructions

If you are interested in applying, please send your resume and cover letter to Curtis Smith at [Curtis.Smith@house.state.tx.us](mailto:Curtis.Smith@house.state.tx.us). Please make the subject, "Application for Internship".

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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 Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865