

## **LEGISLATIVE DIRECTOR POSITION**

Representative Terry Canales (D-Edinburg) currently serves as the Chairman of the House Transportation Committee and on the Land and Resource Management Committee. This is a full-time, temporary position for the duration of the 2021 Texas Legislative Session starting in January and running through July 1. This position carries a salary commensurate with experience.

### **DUTIES & RESPONSIBILITIES**

The Legislative Director works under the supervision of the Chief of Staff and Representative Canales. The position entails drafting and researching legislation, organizing committee materials, and managing day-to-day legislative work. Both the Legislative Director and Chief of Staff will supervise and coordinate the activities of other office staff and interns.

### **WORKING CONDITIONS**

The Legislature is a fast-paced environment. Employees working directly for legislators must be able to perform duties in a typical office setting or from home with minimal supervision.

### **DESIRED ATTRIBUTES**

This position requires excellent oral and written communication skills, as well as basic research and editorial skills. A successful applicant should have computer skills and excellent communication skills in order to work effectively with legislative staff. Excellent organizational skills are a must. A working knowledge of basic Windows operating systems, specifically Microsoft Outlook, Word, Internet, Excel, Powerpoint, etc, are required.

### **TO APPLY**

Applications will be accepted until the position is filled. Consideration of applications will begin in early to late January, and interviews will be scheduled accordingly with qualified applicants. Email your cover letter and resume to: Curtis Smith (Chief of Staff) at [Curtis.Smith@house.state.tx.us](mailto:Curtis.Smith@house.state.tx.us) with email subject listed as "Legislative Director Position". Questions concerning the position should be directed to Curtis Smith at 512-463-0426

### **NOTICE**

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