



Tracy O. King
State Representative

The Office of State Representative Tracy O. King is accepting resumes for a full-time or part-time clerical/legislative intern for the 86th Legislative Session. The position is unpaid and no previous legislative experience is required.

The internship will begin immediately and will conclude Friday, May 31, 2019.

Requirements include:

- An interest in state government and the legislative process
- Excellent verbal and written communication skills
- Ability to work in a fast paced environment where multi-tasking is essential
- A working knowledge of Microsoft Word, Excel & Outlook
- Professional attire and punctual attendance

You can expect to gain:

- Knowledge of the legislative and committee process
- Research required to crafting legislation
- Constituent relations experience
- Improved formal writing capabilities
- Training for several legislative applications including, Texas Legislative Information System (TLIS), Legislative Draft Request (LDR), Correspondence Management System (CMS), and Legislative Management System (LMS).

Please send a resume and cover letter via email to Celina.Overbo@house.texas.gov.

Please note: "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 provision of services."