



STATE OF TEXAS
HOUSE OF REPRESENTATIVES

WILL METCALF

District 16

Summary: Representative Metcalf is seeking applicants for a session only, unpaid Legislative Intern for the 86th Legislative Session. The expected end date for this position will be mid May 2019. This position is based in the Austin Capitol office.

Job Functions

- Answer phones and greet visitors
- Check the mail
- Assist with constituent correspondence
- Meet with constituents and others
- Research legislation and policies on assigned policy areas
- Ability to work under tight deadlines
- Keep up to date on past and current political news
- Other duties as assigned by the Chief of Staff

Qualifications / Skills

- Enrolled as an undergraduate student
- Strong oral and written communication skills
- Ability to learn both independently and under direction

Interested applicants should contact the Chief of Staff at Zachary.Stephenson@house.texas.gov or by phone at 512-463-0726 for inquiries and to submit a resume.

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