



JIM MURPHY

Member

HOUSE OF REPRESENTATIVES

District 133 • Harris County

Legislative Intern

The Capitol (Austin) Office of State Representative Jim Murphy is currently seeking applicants for a legislative intern.

The position will provide support with office administration, communications, and legislative research. There will be ample opportunity to learn about the legislative process, research the issues impacting the state and District 133, and attend policy-oriented workshops and conferences.

This is a part-time position. There is a possibility of a stipend after an initial 30-day period. The position is in-person at the State Capitol building.

To apply, submit a short cover letter and resume via email to the Chief of Staff, Benjamin Williams - Benjamin.Williams@house.texas.gov with the subject line: *District 133 Job Posting*.

Legislative Intern Description - *Tasks are broken down into three categories:*

Administrative Support:

- Opening and processing mail
- Answering phones and greeting visitors
- Filing, scanning
- Professional/Personal Letter writing

Communications:

- Answering phones and greeting visitors
- Drafting office communications, including social media
- Preparing response letters to constituents
- Serving as a liaison between the office and the various state agencies/stakeholders

Legislative Research:

- Attending issue and legislative briefings and preparing summary memos
- Performing research on issues or topics related to bills or committee hearings
- Topical research on issues important to District 133 and the state

Desired Qualifications:

- Customer service experience
- Punctuality / Professionalism
- Professional Writing (Pro Letter formatting, press release, topical summaries and briefs)
- Microsoft Office / Excel
- Research skills

The 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 service. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call 512-463-0865.