

TEXAS HOUSE OF REPRESENTATIVES

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DENNIS PAUL DISTRICT 129

Currently, the Office of State Representative Dennis Paul is accepting resumes for positions as either a full or part time legislative intern for 86th Legislative Session. This position is unpaid and no previous legislative experience is required. The internship will begin on **Monday, January 7, 2019** and will conclude on **Tuesday, May 28, 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 process, including the committee process and the formal rules of each chamber
- An in depth view of the process and research required for crafting legislation
- Constituent relations experience
- Improved formal writing capabilities
- Experience in detailed scheduling
- A working knowledge of which functions each state agency performs
- Training for several legislative applications including, Texas Legislative Information System (TLIS), Legislative Draft Request (LDR), Correspondence Management System (CMS), & Legislative Management System (LMS)

Please send a resume and cover letter to Representative Paul's Chief of Staff, Greg Bentsch at Greg.Bentsch@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."



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