



STATE REPRESENTATIVE
SHAWN THIERRY

DISTRICT 146

Legislative Aide
Austin, TX
Part-time - Unpaid

BASIC FUNCTIONS:

Under the direction of the Member and the Deputy Director, the Legislative Aide may be required to assist with administrative duties, constituent correspondence, and meet with constituents, legislative advocates and other legislative staff members. Interns must be able to commit to at least 10 to 12 hours per week.

This is an unpaid internship for fall 2019. The internship may be extended contingent upon individual's performance and demands of the office. There is potential for compensation for long-term Legislative Aides.

DUTIES:

Interns will assist with all duties related to the operation of the office, including regular contact and discourse with constituents, public officials, media, advocates, lobbyists, and other Capitol staff. Intern duties may also include constituent casework, research, correspondence, community outreach projects, attending community events on behalf of the Representative, general office duties, and clerical tasks.

KNOWLEDGE OF:

Must have basic understanding of the legislative process, as well as the structure and policies of state government. Must comply with the Member's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and Equal Employment Opportunities. Applicants should be professional, responsible, and possess strong interpersonal and organizational skills, with basic knowledge of the operation of standard office equipment. Applicants must be able to meet deadlines in high pressure situations, both independently and in cooperation with others, and demonstrate strong written and oral communication skills.

ABILITY TO:

Perform administrative and policy-influencing functions effectively; communicate clearly and concisely; establish and maintain a cooperative and effective working relationship with staff. Demonstrate excellent written, research, computer and communication skills.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE:

Devin.Powell@house.texas.gov

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