

State of Texas
House of Representatives

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R.D. "Bobby" Guerra
STATE REPRESENTATIVE
DISTRICT 41

The District Office of State Representative R. D. "Bobby" Guerra is seeking an intern to work part time in the McAllen district office.

JOB DESCRIPTION:

As an intern, students will have the opportunity to learn about the legislative process. Qualified candidates should expect to spend approximately 15 hours a week handling constituent casework, research, event planning, and staff the Representative during meetings.

DESCRIPTION OF DUTIES:

- Legislative Research
- Greet Office Guests
- Answer Phones/Emails /Clerical support
- Constituent Casework
- Letters/ Recommendations/ Congratulatory Writing
- Attend Briefings and Prepare Summary Memos

COMPENSATION:

This is an unpaid position. Interns are treated with respect and rewarded with added responsibilities and appreciation.

TO APPLY:

Please submit a cover letter and resume to Anne.Drescher@house.state.tx.us. Please put "Intern Submission" in the subject line.

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 provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865

