



TEXAS HOUSE OF REPRESENTATIVES
BENNETT RATLIFF
DISTRICT 115

Legislative Internship

Summary:

The Capitol office of State Representative Bennett Ratliff is seeking a part-time, unpaid internship for the 83rd Regular Legislative Session

Duties and Responsibilities:

- Administrative task including, but not limited to, answering phones, sorting mail, filing documents, and maintaining the operations of the office to ensure efficiency and completed objectives.
- Greet office visitors
- Assist with Constituent Casework
- Other duties, as assigned.

Knowledge and Skills Required:

- Ability to uphold strict confidentiality
- Must be timely and diligent
- Strong oral and written communication skills
- Maintain a positive attitude, good work ethic, attention to organization and detail, and dedication to completed objectives
- Flexibility to work extended hours and adapt to a rapid pace.

Compensation:

Unpaid.

To Apply:

Submit a resume, cover letter, and available work schedule in person to the office of Representative Ratliff (Room E2. 404, Texas State Capitol) or to Richard Arowolo at Richard.arowolo@house.state.tx.us

Deadline: Open until filled.

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 of the provisions of services. In compliance with the American with Disabilities Act, if you require reasonable accommodations during the application process, please call 512-463 0730.