



STATE REPRESENTATIVE
TRAVIS CLARDY

DISTRICT 11

Legislative Internship Opening

Description:

The office of State Representative Travis Clardy seeks to fill the position of a part-time unpaid intern in the Capitol Office. Duties include general office work such as answering phones to assist constituents, assisting in research directly relating to the district for current and potential legislation, composing letters to constituents, and correspondence database entry. In addition, interns may be assigned to assist in various constituent work to issues or work on district-based projects of importance. Successful candidates will possess the following characteristics: dependability, honesty, strong work ethic, and a willingness to be flexible.

APPLICATION INSTRUCTIONS:

Interested applicants should send resume to Chief of Staff Kelly Barnes at Kelly.barnes@house.texas.gov

The Texas House of Representatives is an Equal Opportunity Employers 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 Americans for Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0592.