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DISTRICT OFFICE
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HOUSTON, TX 77024
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JIM MURPHY

TEXAS STATE REPRESENTATIVE - DISTRICT 133

Legislative Intern Position

Position:

The Legislative Intern position is a support staff position in the office of State Representative Jim Murphy, West Houston. The position is available immediately and does not have a specific end date. Qualified candidates should expect to spend approximately 15 hours a week handling constituent casework, legislative research, and assisting with committee interim charges.

Representative Murphy is seeking his 5th term representing House District 133. As the Chairman of the House Committee on Special Purpose Districts and a member of the House Ways and Means Committee, he requires a fast-paced, professional office with little to no downtime.

Duties:

- Legislative Research
- Coordinate Special Events / Projects
- Greet Office Guests
- Answer phones / Emails / Clerical
- Attend Legislative Briefings & Other Informative Events
- Constituent Correspondence / Casework
- Letters / Recommendations / Congratulatory Writing
- Social Media Communication

Skills/Qualities:

- Dependable & Hardworking
- Strong Organizational & Time Management Skills
- Proficient in Microsoft Office
- Advanced Writing Skills
- Research Ability
- Strong Interest in the Legislative Process
- Professional Appearance Required

Compensation:

This is an unpaid position. However, our office has a very high placement rate for staff members seeking future full-time paid positions. Interns are treated with respect and rewarded with added responsibilities and appreciation. Your hard work will be valued by our office, and it will bring value to you in the form of knowledge, contacts, and experience.

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) 463-0865.