



## OFFICE OF INJURED EMPLOYEE COUNSEL

### Austin Central Office (Metro)

7551 Metro Center Drive, Suite 100, Austin, Texas 78744  
(512) 804-4170 | F: (512) 804-4181 | [oiec.texas.gov](http://oiec.texas.gov) | @OIEC

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to staff in the application area.

[TO APPLY DIRECTLY email State of Texas Application to: OIECInbox@oiec.texas.gov](mailto:OIECInbox@oiec.texas.gov)

#### Veteran's Preference:

**In order to receive a veteran's preference for this position, the following documents, as applicable, MUST accompany the State of Texas application:**

- a copy of the DD-214;
- a statement of compensation from the Veteran's Administration; or
- a copy of the DD1300.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following:

35, 49A, 23, 8051, 8E000

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PlanningResearchandStatistics.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf)

### Current Opportunity:      **Legislative Intern**      (85<sup>th</sup> Texas Legislative Session)

The Office of Injured Employee Counsel (OIEC) assists, educates, and advocates on behalf of the injured employees of Texas. Internships provide an excellent opportunity to learn more about the legislative process and public policy while serving the people of Texas. OIEC is seeking an intelligent, motivated and professional intern for the 2017 Legislative Session. Responsibilities include legislative research, bill analysis, monitoring hearings, assisting with meetings and events, and visiting the State Capitol. Applicants must possess strong organizational and interpersonal skills, solid computer (Microsoft Office) and writing skills, have the ability to understand and explain complex policy issues, and have an excellent/professional attitude. **Requires 30 hours per week.** This is a temporary position and you **must be available through May 29, 2017.**

#### This position:

- tracks/monitors legislation and legislative developments within committees and communicates with the Public Counsel and the Deputy Public Counsel;
- acts as a liaison with committee and agency staff;
- writes summaries of legislation;
- review filed legislation each day, identifying bills of relevance;
- review activity on tracked legislation;
- contact legislators and stake holders by phone/e-mail to set meetings;
- assists in preparing, editing, and distributing correspondence, reports, and studies;
- assists in compiling data for summaries, reports, and presentations; and
- conducts research and special projects.

#### Qualifications:

Applicants must be currently enrolled in an accredited college or university or be a recent graduate since 2014. Transcripts must reflect at least 60 hours of undergraduate college credit.



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### **COPY OF TRANSCRIPT WILL BE REQUIRED AT TIME OF INTERVIEW.**

#### **Additionally, this position requires:**

- one year experience in an office environment.

#### **Additionally, this position prefers:**

- knowledge of the legislative process; and
- proficiency with the Texas Legislature Online website.

#### **This position requires demonstrated knowledge of:**

- Microsoft Word, Excel, PowerPoint and Outlook (proficient).

#### **This position requires demonstrated skill in:**

- organization/time management;
- critical thinking; and
- working effectively across multiple groups and areas.

#### **This position requires the demonstrated ability to:**

- demonstrate a positive attitude;
- take initiative;
- handle multiple tasks simultaneously;
- gather, assemble, correlate, communicate and analyze facts; and
- communicate effectively with all levels of employees and the public.

***OIEC will conduct a criminal background check on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.***

Send State of Texas application to [OIECInbox@oiec.texas.gov](mailto:OIECInbox@oiec.texas.gov)

Opening Date:	11/15/16
Functional Title:	Legislative Intern
Classification Title:	Research Specialist I
Status:	Internal/External – OIEC Employees and the General Public
Application Deadline:	Until Filled
Pay Group:	B15
Monthly Salary:	\$2,210.00 (approx. \$17/hour)
Annual Salary:	\$26,520.00
Job Posting Number:	17-077
Location:	7551 Metro Center Drive, Suite 100, Austin, TX 78744
Travel Required:	5%