



# **PUBLIC UTILITY COMMISSION OF TEXAS INTERNSHIP ANNOUNCEMENT**

## ***Legislative Intern***

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**DIVISION:** Executive Director/Governmental Affairs

**TYPE OF INTERNSHIP:** Unpaid Course-For-Credit

**HOURS PER WEEK:** 10

**NUMBER OF AVAILABLE INTERNSHIPS:** 1

**APPLICATION DEADLINE:** December 2, 2022

**Application Process:** Interested students must submit a letter of interest, resume and unofficial transcript via email to: [recruiter@puc.texas.gov](mailto:recruiter@puc.texas.gov). This is a course-for-credit internship and selected students will be required to show proof of enrollment in an internship academic credit course.

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An internship with the Public Utility Commission of Texas is a great opportunity for students considering a career in state government and in the utility regulation industry. If you are thinking of a career in state government and in the utility regulation industry, our internship program could be a great start. The PUCT provides college student with a realistic view of what a career with the PUCT entails.

Governmental Affairs is seeking an intern with a desire to learn about the utility regulatory industry, with a strong initiative and work ethic who would like to put their interest performing complex legislative work on matters critical to the agency and supporting the team's role as a liaison between the agency and governmental, legislative, and public entities. Work involves tracking legislation, preparing reports, monitoring legislative hearings, speaking to legislative staff, and responding to requests for information related to telecommunications, electric, and water utilities. Work under minimal supervision of the Director, Governmental Relations with minimal latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS**

- Assist with tracking relevant legislation and analysis.
- Coordinate internal review of proposed legislation on tight deadlines.
- Coordinate agency responses to legislative inquiries and constituent casework.
- Monitor legislative hearings and prepare summaries for agency management.
- Prepare materials for commissioners, legislators, legislative committee offices and other public officials.
- Review one pagers and budget documents.
- Consult with staff in order to prepare reports and track activities.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's mission and core values.
- Adhere to all agency personnel policies and division procedures and perform other work as assigned.

### **MINIMUM QUALIFICATIONS**

- Current enrollment in an undergraduate degree program at an accredited college or university studying political science, public affairs, economics, government or related field; and
- Minimum of 30 completed semester credit hours from an accredited college or university.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Working knowledge of the state and federal legislative processes.
- Skill in compiling, evaluating and presenting legislative information.
- Proven writing and editing skills.

- Ability to handle many tasks in an organized manner.
- Must be able to analyze complex issues, work under pressure and meet short deadlines.
- Ability to attend work regularly and adhere to approved work schedule.

**TELECOMMUTING ELIGIBILITY:**

- This position is eligible for telecommuting but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with reliable Internet service, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

**REMARKS**

- The PUC is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or [humanresources@puc.texas.gov](mailto:humanresources@puc.texas.gov).