

**Job Description:**

Duties include legislative policy research and development, constituent casework, and administrative duties. Legislative Aide's also draft correspondence and work with staff members to formulate and implement programs and projects. Experience, knowledge, and background in education, finance, business, transportation, or health and human services issues preferred. Multiple positions are available, including one that would also involve public information aide duties such as media and district communication and speech writing.

**Knowledge, Skills and Abilities:**

Position requires a self-starter with strong organizational skills; demonstrated, effective written and oral communication skills; and the ability to meet critical deadlines, interact with people at various organizational levels, maintain confidentiality inside and outside of the office, and work with others to maximize available resources.

**Requirements:**

Working knowledge of the Texas Legislature and legislative process preferred. Applicant will have experience in a professional office setting, preferably in a legislative office.

Must be able to meet deadlines in a fast-paced environment. Should be willing to work cooperatively with others.

Strong writing skills essential. Ability to communicate effectively. Proficient with most routine computer programs, including Outlook, Excel, and Word.

Applicant must be flexible to the changing demands of a legislative office and be able to travel to throughout the district.

Applicant will have general knowledge of Senate District 21 and be familiar with issues surrounding state government.

Salary will be commensurate with experience. Degree from an accredited university required. Advanced degrees preferred.

**To Apply:**

Send a resume, cover letter, writing sample, and references via email to Sean Griffin:  
sean.griffin@senate.texas.gov

Regular mail: Senator Judith Zaffirini – P.O. 12068, Austin, Texas 78711, To the Attention of Sean Griffin.

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