

Office of the Chief Clerk

Legislative Operations Internship

Location: Oregon State Capitol

Duration: Expected 6+ hours a week for approximately 9 weeks



About the Office:

The Office of the Oregon Chief Clerk plays an indispensable role in the administrative and procedural aspects of the Oregon House of Representatives. As a non-partisan entity, the Chief Clerk's office ensures that the lawmaking process in the Oregon House runs smoothly, efficiently, and transparently. The work of the Chief Clerk's Office is crucial for maintaining the integrity of the legislative process and fostering trust among the public, legislators, and other stakeholders. Our office assists all 60 state representatives and their partisan staff with their legislative needs, from providing procedural advice to offering administrative support. We also work closely with the non-partisan policy research staff to ensure the proper rules are followed throughout a measure's journey from introduction to the Governor and eventually to the Secretary of State. Our office is responsible for maintaining a meticulous record of all House proceedings, including bills, resolutions, and other legislative documents. This ensures that a reliable historical record is available for reference, research, and legal purposes.

Internship Overview:

We are seeking motivated and dedicated interns to join our team for the 2025 Regular Session. This role will provide a comprehensive introduction to the legislative process, exposing the intern to both the public-facing and behind-the-scenes intricacies of lawmaking and legislative operations.

Key Objectives:

- Gain a thorough understanding of the legislative process, from bill introduction to enactment into law.
- Learn and comprehend chamber rules, protocols, and the nuances of legislative procedures.
- Assist the Chief Clerk staff during daily floor sessions to ensure that proceedings are conducted in an orderly manner.
- Experience chamber operations and understand its significance in the legislative process.
- Engage with elected officials and their staff to support their administrative and procedural needs.
- Participate in behind-the-scenes legislative tasks, including assisting with document preparation, the voting system, proofing, and research.
- Complete any assigned projects or tasks in a timely and efficient manner.

Qualifications:

- Current enrollment in an accredited college or university.
- Interest in government, political science, public administration, or a related field.
- Excellent communication and interpersonal skills.
- Ability to maintain a non-partisan mindset, uphold confidentiality and demonstrate professionalism.
- Detail-oriented with strong organizational skills.
- Ability to work in a fast-paced, dynamic environment.

Benefits:

- An unparalleled exposure to the state legislative process.
- Opportunity to network with state representatives and other key legislative personnel.
- Experience chamber operations and its significance firsthand.
- Deepen understanding of legislative chamber rules and protocols.
- Eligibility for college credit upon successful completion of the internship.

How to Apply:

- Please submit the internship application and a resume by **November 10, 2024**

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