

SECTION 1. POSITION INFORMATION

Classification Title: Legal Extern

Classification No.:

Position No.:

Working Title: Legal Extern

Work Unit: Legal Service

Agency No.:

Agency Name: House Republican Office, Oregon State Legislative Assembly

Employee Name:

Duration: intermittent, full-time or part-time

Eligible for Overtime Pay: No

SECTION 2. PROGRAM POSITION INFORMATION

a. Describe the program in which the job exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.

The House Republican Office [HRO] provides guidance, policy advice, research, communications, and support to all members of the House Republican Caucus. Under the direction of the House Republican Leader, Representative Mike McLane and his Chief of Staff Shawn Cleave, the HRO is responsible for organizing, advising, leading and assisting all House Republicans with drafting and passing legislation, assisting with Members' duties on their Legislative Committees, and constituent services.

b. Describe the purpose of this position, and how it functions within this program

The House Republican Office [HRO] is offering a unique legal externship opportunity, available on a part-time or full-time basis, for a law student to work directly with legislators in the Oregon House of Representatives at the intersection of policy development, lawmaking, and politics.

Responsibilities may include:

- Developing policy proposals and integrating legislative history.
- Attending and reporting on legislative committee hearings.
- Briefing legislators and staff on the legal context and impact of proposed and recently-enacted legislation.

- Communicating and working with legislators, staff, stakeholders, and the executive branch to develop draft legislation.
- Special research projects involving discrete policy areas.
- Conducting comparative analysis of proposed Oregon legislation with other states' laws.

The legal extern will share office and project time between the HRO and individual offices of Representatives, and will report to and be supervised by Republican Chief of Staff Shawn Cleave. This legal externship provides a unique and valuable educational experience for any law student interested in the legislative process, policy development, government service and politics. Previous externs have earned educational credit and the HRO will sign off on any paperwork required from your law school in order to obtain credit. Please check with your educational institution for their credit policies.

Please send a resume and cover letter to Shawn Cleave via email at shawn.cleave@state.or.us