

# **INTERN POSITION(S)**

Representative Cliff Bentz (R-Ontario) is currently the Vice-Chair of the Revenue Committee. He also sits on the Joint Transportation Committee (Co-Vice Chair), Energy & Environment Committee, the Joint Legislative Policy & Research Committee, and Legislative Counsel Committee, as well as several Task Forces and Work Groups.

Rep. Bentz is currently seeking Legislative Intern(s) for the 2018 Legislative Session. Internships are part-time, volunteer/unpaid, temporary position(s) for the duration of the 2018 Legislative Session (approximately 1 ½ months), starting in February. These position(s) are unpaid, but look great on a resume. We are willing to work around class schedules, and there may be an opportunity for credit through your university.

## **DUTIES & RESPONSIBILITIES**

The interns work under the supervision of the Representative and his senior staff, providing office support, researching bills, assisting with constituent issues, doing general research, filing, and assisting the Representative and other staff members.

Both the Legislative Director and District Director will supervise and coordinate the activities of the office interns.

## **WORKING CONDITIONS**

The Legislature is a fast-paced environment. Internships are temporary, part-time positions for the duration of the 2018 Legislative Session starting in February, and will last approximately 1 ½ months. Employees working directly for Legislators must be able to perform duties in a typical office setting with minimal supervision. If hired, you will need to bring your own laptop computer to work from. You will be expected to show up on time for your scheduled shifts and be professional.

## **MINIMUM QUALIFICATIONS**

Must possess a high school diploma or GED and be enrolled in an Oregon University, College, or Community College. Must be able to drive self to Oregon State Capitol Building (900 Court St. NE, Salem) several days a week (depending on the schedule you work out with our office). Please note—we do not reimburse interns for gas, parking, or travel expenses. Previous legislative or internship experience not required.

## **DESIRED ATTRIBUTES**

This position requires excellent oral and written communication skills, as well as exemplary research and basic editorial skills. A successful applicant should have computer skills and excellent communication skills in order to work effectively with legislative staff. A working

knowledge of basic Windows operating systems, specifically Microsoft Outlook, Word, Internet, Excel, Powerpoint, etc. is required. Interns should be able to maintain regular office hours according to the schedule you work out with our office. You will be expected to show up on time for your scheduled shifts and be professional.

## **TO APPLY**

Applications will be accepted until the position(s) are filled. Consideration of applications will begin immediately, and interviews will be scheduled accordingly with qualified applicants.

Email your cover letter and resume to: Andrea Dominguez (District Director) at [rep.cliffbentz@oregonlegislature.gov](mailto:rep.cliffbentz@oregonlegislature.gov). Questions concerning the position should be directed to Andrea Dominguez at 541-889-8866.

**Equal Opportunity / Affirmative Action Employer  
Women, Minorities and Persons with Disabilities Are Encouraged to Apply  
ADA Accommodations Will Be Provided Upon Request**