

Texas Senate Committee on Veteran Affairs and Military Installations (VAMI)

Job Opening

General Description:

Senator Leticia Van de Putte of San Antonio is seeking a clerk for the committee. The clerk will serve as a technical advisor to the committee members. The clerk will also have the opportunity to work on health and human services policy, such as women's healthcare, elder and disabled care, and the well-being of children and their health.

Salary: Commensurate with experience

Job Qualifications:

- Perform a variety of technical administrative duties, including posting notice of committee hearings, committee minutes, committee witness list, etc.
- Provide advice and information, research, and prepare briefing documents on bills for the Senator
- Perform examination, review, and analysis of bills and budgets before the Senate
- Meet with interested parties and visitors
- Draft bills, amendments, and riders for legislative consideration
- Negotiate with other legislative offices
- Respond to constituent inquiries
- Track legislative activities
- Staff the Senator at meetings, events, committee hearings, and Senate sessions
- Assume responsibility for post session follow up on bills (i.e. rulemaking process)
- Prepare the Senator for meetings, speaking engagements, which may include production of power point presentations, talking points, handouts, etc.
- Perform highly responsible administrative functions relating to the timely and appropriate handling of public inquiries and requests for assistance
- Assist the Senator in a variety of administrative matters, requiring a thorough understanding of the policies and programs unique to the legislative process
- Work closely with local, regional, and state entities
- Serve as liaison to assigned committees
- Serve as point of contact and represent the Senator on assigned legislative issues

Credentials, Knowledge, Skills, Experience, and Abilities:

- Should have experience/knowledge of routine computer programs
- Should have interest/knowledge of the Texas legislative process, able to work well, independently, and with other office staff and interns
- Should have the ability to communicate effectively with people of prominence and public importance, members of the public, other members and staff, and other elected officials
- Should have office experience, superior writing and speaking skills, computer literacy, research and analysis experience, management training, and flexibility
- Bachelors degree preferred (cumulative work and life experience may suffice)

Special Requirements:

- Work in Austin office (capitol)
- Adhere to Senator Leticia Van de Putte's Office Handbook and "Other General Office Duties for All Staff"

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* This list is not all-inclusive. Flexibility is a must. This list only acts as preliminary notice that all staff are expected to engage in various duties which are not necessarily included in a specific job description, but are necessary to the operations of this office.

IMPORTANT NOTE TO ALL APPLICANTS: *Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform us when you are called to schedule your interview. Whenever possible, please give us sufficient time to consider and respond to your request. Thank you for considering employment with Senator Van de Putte! The Senator's office is at all times an equal employment opportunity employer adhering to the at-will employment status recognized in the State of Texas.*

Application process:

Please submit by AUGUST 8th:

- (1) resume
- (2) writing sample
- (3) 2 recommendation forms - see linked forms.

To Ida Garcia, Legislative Director, at:

- ida.garcia@senate.state.tx.us or
- Fax to: 512-463-2114
- Mail to:
 - P.O. Box 12068, Austin, TX, 78711
- Hand deliver to district or capitol office:
 - Capitol: E1.704
 - District: 700 N. St. Mary's St., Suite 1725, San Antonio, TX, 78205

Employment opportunity questions should be directed to Ida Garcia at ida.garcia@senate.state.tx.us or (512) 463-0126.