

Texas Job Order Print Document

Job Order: **204**

Print Date: **2/14/2018 2:13:38 PM**

Office: **123 WF Solutions Career Center**

LWIA/Region: **1314 Capitol Area WF Board**

Employer Information:

Employer Name: **TWC Human Resources**

How to Apply: **Provide a TX Internship Resumé Online (recommended)**

Company Website: **<http://www.twc.state.tx.us/>**

Application Comments:

Location:

Main Address:

**Texas Workforce Commission
101 E 15th St.
Room 230
Austin, TX 78778**

Mailing Address:

**101 E 15th St.
Room 230
Austin, TX 78778**

Contact:

Contact: **Justine Parcher**

Title: **HR Specialist IV**

Phone: **(512) 936-3772 x** Fax:

Email: **justine.parcher@twc.state.tx.us**

Job Details:

Occupational Code: **23201100 Paralegals and Legal Assistants**

Job Title: **Legal Intern -- Office of General Counsel**

Industry Code: **541612 - Human Resources Consulting Services**

Number of Positions: **2**

Referrals: **250**

Earliest Date to Display: **2/2/2018**

Last Date Job Order Will Display: **3/31/2018**

Type of Job: **Internship**

Job Time Type: **Full and Part Time Positions**

Duration: **4 - 150 Days**

Special Job Category: **Internship**

Job Duties and Skills:

Description:

GENERAL DESCRIPTION:

The Texas Workforce Commission, a dynamic state agency with 4,500 employees helping the state's economy grow by connecting people with jobs, is offering internship opportunities for the summer of 2018.

TWC's Office of General Counsel is dedicated to providing the Commission and agency staff with the highest quality of customer service and sound legal counsel to minimize legal risk and costs, reduce litigation exposure, and ensure legal compliance. The OGC supports the Commission and agency staff by providing legal services to foster sound decision-making in all areas of operation. These services include advice and client support for policymaking, governance, programs, performance, administrative functions, and services provided by or through the Commission, local workforce development boards and contractors, as well as agency operations. The Open Records Section coordinates compliance with the Public Information Act and requests for access to TWC information.

The Office of General Counsel is seeking to fill a law clerk position to perform legal research and analysis work. The law clerk may work for several attorneys supporting various agency programs. Work may include researching, analyzing, and interpreting statutes and regulations; drafting and presenting legal documents; reviewing documents for adherence to legal requirements; assisting with public information act responses; participating in briefings and meetings; and participating in other office functions as required.

The Office of General Counsel is located at the agency's headquarters at 15th Street and Congress Avenue in Austin.

This internship is full- or part-time and will run into August. It pays \$15 an hour and comes with some benefits.

POSITION REQUIREMENTS:

- Ability to identify, analyze, interpret and apply relevant laws, rules, and regulations.
- Knowledge of legal principles, practices, and proceedings.
- Effective oral and written communication.
- Ability to conduct research and summarize findings.
- Ability to maintain confidentiality of material and information.

Education

- Completion of one year at an accredited law school
- Proof of enrollment in an accredited college or university must be provided.
- Continued enrollment may be required throughout internship.

Experience

Previous experience in legal work is preferred.

HOW TO APPLY:

Submit a resume on this site.

The deadline for applications is March 31. Top candidates will be invited in for interviews by April 30. This internship will begin May 15.

Special Software/Hardware Skills Needed: **No**

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **1 Year at College or a Technical or Vocational School**

Months of Experience: **3**

Requires a Drivers License: **No**

Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **15.00 Hour**

Maximum Salary:

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours Vary**

Actual Hours:

Shift: **Not Applicable**

Benefits:

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- ☒ Contact Information
- ☐ Employment History ☐ Allow individuals that have never had a job to apply (eg. College graduates)
- ☐ Education History
- ☐ Certifications
- ☐ Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **NA**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **3/4/2018**