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 internships offer real-life experience in public service. Interns can gain work experience and instruction in performing a wide variety of tasks that may include working with the public or doing research. Interns assist in the performance of skilled clerical, technical or professional duties. Interns may perform entry-level administrative support or technical program assistance work depending on agency need and the intern's unique skills.

TWC's Office of Employer Commissioner is dedicated to provide services to employers of the State of Texas. The Office of Employer Commissioner manages and maintains an employer hotline and constituent e-mail. The office legal team answers employment law questions from employers daily. The office sponsors the Texas Business Conferences, a series of employer seminars held each year throughout the state. Employers who attend the seminars learn about state and federal employment laws and the unemployment claim and appeal process. The Commissioner's office produces a quarterly magazine called Texas Business Today. The magazine is a free online informational newsletter covering issues and interests of Texas employers. Finally, the office publishes the book Especially for Texas Employers, an employment law reference guide, with valuable information on a variety of workplace issues.
The Office of Employer Commissioner 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 office services. Work may include researching, analyzing, and interpreting statutes and agency rules/regulations; drafting and presenting legal documents; drafting case summaries; reviewing documents for adherence to legal requirements; participating in briefings and meetings; and participating in other office functions as required.

The Commissioner's office is 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: | Required Tests: NA |
| Test Done By: **No test required** |
| Hiring Requirements: |
| Hiring Requirements Other: |
| Education Level: **High School Diploma or Equivalent** |
| Months of Experience: 0 |
| Requires a Drivers License: No |
| Drivers License Certification: |
| Drivers License Endorsements: |
Compensation and Hours:
Minimum Salary: **15.00 Hour**
Pay Comments: **Not Applicable**
Supplemental Compensation: **No**
Hours per Week: **Hours Vary**
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
- [ ] 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: **3/24/2018**