

Donna L. Nelson
Chairman

Kenneth W. Anderson, Jr.
Commissioner

Rolando Pablos
Commissioner

Brian H. Lloyd
Executive Director



Rick Perry
Governor

Public Utility Commission of Texas

UNPAID INTERNSHIP ANNOUNCEMENT

Email Resume to: Recruiter@puc.texas.gov

JOB TITLE: Commissioner's Intern

DIVISION: Commissioners' Offices

CLASS TITLE: Clerk II

HOURS PER WEEK: To Be Determined

ESTABLISHED WORK HOURS: To Be Determined

TYPE: Full-time Part-time Temporary

***Note: This position is a temporary unpaid internship.**

GENERAL DESCRIPTION:

Perform administrative assistance work for the Commissioner. Work involves coordinating and overseeing high-level administrative support for the Commissioners' Office including disseminating information, maintaining filing systems, scheduling and making scheduling decisions. Work under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Assist with developing administrative procedures, standards, and methods.
- Assist with preparing technical aspects of manuals and publications.
- Assist with the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the agency.
- Prepare, edit, and distribute correspondence, reports, studies, forms, and other documents.
- Coordinate work with other governmental agencies, the legislature and private organizations.
- Coordinate meetings, conferences, and seminars.
- Answer phone calls, route incoming calls, take messages, greet visitors, and direct to appropriate staff.
- Assist with coordinating and processing state travel.
- Develop, coordinate, and maintain record keeping and filing systems.
- Review and route mail.
- Perform data entry.

REQUIRED MINIMUM QUALIFICATIONS:

Education And Experience:

- Minimum of three (3) years coursework from an accredited college or university with major course work in business administration, public policy, or related field.
- Experience using word processing, spreadsheets, databases, and other relevant computer applications.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to research, analyze and effectively communicate both orally and in writing.

The Public Utility Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, national origin, disability, age, genetic information, or veteran status in employment or the provision of services. A disabled individual requiring reasonable accommodation shall not be denied opportunity due to the disability. The applicant should communicate requests for reasonable accommodation to HR at 512/936-7060.