Internship Job Description:

QUALIFICATIONS DESIRED: Punctual, self-motivated, courteous, focused, professional appearance and conduct, good communication skills (both verbal and written), technologically proficient, attention to detail with strong follow through, able to perform under pressure, willing to accept tasks assigned as the situation demands, ability to work in collaboration with other office personnel (must be team, task and goal oriented) and while no age criteria exists, someone who is at least a sophomore in secondary school is preferred.

DUTIES TYPICALLY EXECUTED BY ALL OFFICE STAFF: Greeting walk-in visitors, handling phones, meeting with individuals/groups that desire a personal visit with the Representative when he isn’t available, attending meetings on the Representative’s behalf, research, correspondence processing (whether standard mail, electronic or fax communication), data entry and any other administrative tasks (copying, filing, etc.), general errands, and ANY/ALL other responsibilities or tasks needed to keep the office running smoothly, especially during critical times when business operations extend beyond standard hours.

WORK SPECIFICATIONS: In order to provide both the volunteer intern and our office continuity, a minimum 4 hour shift is to be worked at least one day each week unless officially-scheduled events such as exams/holidays or other requirements/priorities arise (otherwise, sign up for as many days/hours as you wish), and because we anticipate assigning each intern specific duties that expose them to the legislative and constituent service process (such as carrying out the steps necessary to pass a bill, requesting a bill draft, filing the legislation, preparing a bill analysis, submitting a committee hearing request with the attendant documentation, organizing the bill packet which the member will need at the hearing, potentially lining up testimony in favor of the bill, etc.), we generally expect to be contacted only by those desiring to enter the public service arena and/or experience first-hand the operation of our representative form of government, but all applicants will be considered from various degree fields.

Application Instructions:

Please forward resume along with attached Registration form to Stevie Kelly, Chief of Staff to Rep. Joshua Peters at Joshua.peters@house.mo.gov or hand deliver documents to address listed below. If you have any questions contact Stevie Kelly via phone at (573) 751-7605.
Job Location: State Capitol, 201 West Capitol Ave, Office 103B-B, Jefferson City, MO 65101

Salary: Unpaid

Degree Status: Current Student

Experience Required: None

Type of Internship: State Legislative

Comments:

While we view one's studies/career as their first priority, we attempt to assign responsibilities commensurate to skills AND time commitment.

Joshua D. Peters,
Member of the 98th General Assembly
State Representative Joshua D. Peters  
2016 Intern Registration Form

Please Print Clearly:

Name: __________________________________________

(Last) (First) (Middle)

Date of Birth: __________________________________

Permanent Mailing Address: __________________________

Permanent Phone: (______) _______________________

Email Address: __________________________________

Emergency Contact: __________________ (______) (Name) (Number)

Current Address during Internship: __________________________

Current Phone Number: (______) _______________________

School Attending: __________________________________

School Supervisor/Internship Coordinator: __________________________

Full Time or Part Time:

(Full Time – 25 - 30 Hrs./Week) (Part Time – 4 - 16 Hrs./Week)

If part time what days and hours will you be working: (please circle)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday (as needed)</th>
<th>Saturday (as needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Hrs.)</td>
<td>(Hrs.)</td>
<td>(Hrs.)</td>
<td>(Hrs.)</td>
<td>(Hrs.)</td>
<td>(Hrs.)</td>
</tr>
</tbody>
</table>

Return form via email or deliver to location listed below:

Email: Joshua.peters@house.mo.gov Subject: Attn: Stevie Kelly/Internship Submission
Address: State Capitol, 201 West Capitol Ave, Office 103B-B, Jefferson City, MO 65101