

# POSSIBLE INTERN PLACEMENT OPTIONS

Check one or both bodies where you would like to be placed as an intern.

	House of Representatives		Senate
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## House of Representatives Committees/Office Placement Options

Please check all that interest you as a possible placement. To learn more about these committees:

- Go to [www.legis.ga.gov](http://www.legis.ga.gov)
- Click on House of Representatives
  - Click on Committees
  - Select a Committee

*Options with \*\* are not committees, but office placement options.*

	Speaker's Office**		Speaker Pro Tempore**
	Majority Whip's Office**		Minority Office**
	Floor Leader's Office**		House Media Services Office**
	Legislative Counsel**		Majority Leader's Office**
	Ways & Means		Rules
	Judiciary Civil/Non-Civil		Transportation
	Governmental Affairs		Appropriations
	Insurance		Motor Vehicles
	State Properties		State Planning & Community Affairs
	Higher Education		Intragovernmental Coordination
	Information & Audits		Science & Technology

	Special Rules		Energy, Utilities & Telecommunications
	Retirement		Interstate Cooperation
	Economic Development & Tourism		Banks & Banking
	Juvenile Justice		Code Revision
	Game, Fish and Parks		Natural Resources & Environment
	Budget & Fiscal Affairs		Agriculture
	Education		Health & Human Services
	Public Safety		Industry & Labor

### Senate/Office Placement Options

Please check all that interest you as a possible placement. To learn more about these committees:

- Go to [www.legis.ga.gov](http://www.legis.ga.gov)
  - Click on Senate
  - Click on Committees
  - Select a Committee

*Options with \*\* are not committees, but office placement options.*

	Insurance and Labor		Higher Education
	Agriculture		Economic Development
	Veterans		Finance
	Appropriations		Natural Resources and Environment
	Banking and Financial Institutions		Regulated Industries and Utilities
	Ethics		Rules

	Government Oversight		State and Local Governmental Operations
	Retirement		Special Judiciary
	Majority Whip**		Majority Leader**
	Press Office**		Budget Office**
	President Pro Tempore**		

**OFFICE OF LEGISLATIVE COUNSEL  
UNIVERSITY/COLLEGE STUDENT INTERNS**

**Interns.** Through the Georgia Legislative Internship Program, the Office of Legislative Counsel utilizes three university/college student interns for the Spring semester, all of whom will have frequent contact with members of the General Assembly or their authorized agents, along with opportunities to attend Senate and House committee meetings and proceedings in chambers. This office has had great success with its previous interns, all of whom have highly rated their experience here.

**About the office.** The Office of Legislative Counsel serves as legal counsel for the General Assembly and provides services to all members in their official capacities on a confidential, nonpartisan, and non-advocatory basis. Full-time employees include 12 attorneys and 15 support staff. The primary functions of the office include drafting legislation, counseling legislators and legislative committees, preparing legal opinions on statutory interpretation and constitutionality, and legal research. The office is under the direction of the Legislative Counsel.

**Intern tasks.** All three interns in this office will perform the following tasks on a scheduled rotation:

- 1) *Drafting privileged resolutions for introduction in the House of Representatives and Senate, pursuant to requests of legislators.* A privileged resolution is a particular type of legislative document which, although it does not have the force and effect of law, publicly expresses the sentiment of the Senate or the House on a particular topic or event; as such, privileged resolutions are important to legislators and their constituents. While working as drafters, interns' daily responsibilities will include taking requests for privileged resolutions, writing and revising resolutions in response to such requests, and approving final edited copies of resolutions for release to legislators. Interns will have the satisfaction of seeing their own handiwork adopted as official documents of the Senate or House; and
- 2) *Working the front desk in the main reception area of the office.* This function will put interns in frequent interaction with members of the General Assembly. Under the direction of a permanent administrative employee, interns' daily responsibilities will include receiving members of the General Assembly and other persons having business with the office, directing visitors to the appropriate attorney in the office, answering telephones and transferring calls, filing bills and resolutions for members, and performing other general clerical duties.

**Qualifications.** In addition to general qualifications required by the Georgia Legislative Internship Program, a spring semester intern with this office must evidence strong writing skills, good interpersonal skills, initiative, efficient time management, attention to details, and proficient use of word processing software and Microsoft Outlook. Interns must be able to multitask, interact professionally with elected officials and staff, and abide by office policies (including policies on professional dress and personal appearance). *The office must avoid even the*

*appearance of partiality and cannot consider applicants who are closely identified with a particular political party, faction, elected government official, candidate for elective government office, lobbyist, or lobbying firm.*

**Work period.** Typical working hours for an intern in this office during the regular legislative session will be Monday-Friday, 8:00 a.m. – 5:00 p.m.; extra hours may be necessary on occasion, depending upon workload and urgency. *The spring semester internships in this office will begin on the first Monday in January (unless that day is a state holiday, in which event the internships will begin on the next working day) and end upon adjournment sine die of the regular legislative session (typically in late March or early April), unless the office and the intern mutually agree to extend the internship for a period ending not later than the last Friday in April.*

**Applications.** Applications for a spring semester internship with this office should be made through the Georgia Legislative Internship Program. See <http://www.house.ga.gov/en-US/InternProgram.aspx> for further details.