WASHINGTHON, D.C.

In Washington, interns’ responsibilities vary. They will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office. They also make valuable contacts and friendships.

DC Intern Responsibilities Include:

▪ Assisting with the research and writing of constituent correspondence
▪ Researching issues for legislation
▪ Data assembly and entry into Internet Quorum Government data system
▪ Answering phone calls
▪ Distributing mail and informational materials
▪ Assisting with mailing projects
▪ Greeting Constituents and guests
▪ Conducting tours of the Capitol building for constituents
▪ Attending various lectures and classes
▪ Monitor floor action
▪ Other projects as assigned

LAS VEGAS, NV

In my Nevada office, interns may be asked to do a variety of things, including day-to-day office work such as answering phones, writing letters, and assisting with media clips. In addition, interns may be assigned to assist in various constituent case work or work on District-based projects of importance. They also accompany me to various events.

District Intern Responsibilities Include:

▪ Assisting with the research and writing of constituent correspondence
▪ Assisting with our mobile office tours and listening sessions
▪ Cataloging newspaper articles, including clipping, organizing and scanning into the computer distribution system.
▪ Researching issues or agency policies
▪ Data assembly and entry into Internet Quorum Government data system
▪ Grant research
▪ Answering phone calls
▪ Possible casework (with proper training)
▪ Greeting constituents and guests of our office
▪ Other projects as assigned