



TEXAS DEPARTMENT OF LICENSING & REGULATION

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PAID INTERNSHIP POSTING

**Law Clerk Intern
General Counsel Division**

Internship will be from June through July 31, 2026.

Posting: Law Clerk Intern #0528-26

Salary: \$2,773.34 monthly

Opening Date: 05/28/2026

Closing Date: Open Until filled

General Description

The General Counsel Law Clerk Intern performs complex (journey-level) legal research and entry-level legal work. Work involves conducting legal research, evaluating legal documents, and providing assistance to attorneys in the Office of the General Counsel. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. This position reports to the Deputy General Counsel.

Essential Job Functions

Conducts legal research on projects as assigned

Researches and interprets statutes, rules, regulations, codes, and administrative records, and analyzes their applicability and significance in specific fact situations.

Assists General Counsel attorneys in review of administrative decisions by the State Office of Administrative Hearings for presentation to the Texas Commission of Licensing and Regulation

Assists attorneys in providing legal advice, counsel, and assistance to internal agency clients

Assists in drafting administrative rules and guidance.

May draft and/or assist in drafting bills and amendments for legislative consideration.

May conduct open government training for board members.

May assist Open Records Division staff in drafting of requests for opinion and reviewing of agency records.

May assist Enforcement Division attorneys in preparing for hearing before the State Office of Administrative Hearings, including conducting discovery and witness preparation.

Attends agency commission and advisory board meetings, upon request.

Attends professional development and career readiness programs facilitated by the human resources and operations support division

Demonstrates a spirit of teamwork and collaboration with other members of the staff, while upholding the agency's core values.

Adheres to all TDLR Personnel Policies and performs other duties as assigned.

Required Qualifications:

Graduation from an accredited four-year college or university is required.

Enrolled in an accredited paralegal program and have completed at least 75% of the program is required.

Experience and knowledge of the Texas Public Information Act and other statutes and rules enforced by the Department, and of the legislative process is preferred.

Experience and knowledge of office management and administrative procedures is preferred.

Experience conducting research, gathering data, and preparing reports is preferred.

Experience drafting, preparing, and interpreting legal documents is preferred.

Experience with Microsoft Office, Adobe, and databases is preferred.

Knowledge, Skills, and Abilities:

Knowledge of the Texas Public Information Act and of other statutes and rules enforced by the Department, and of the legislative process.

Knowledge of administrative law.

Knowledge of statutes or programs regulated by TDLR.
Knowledge of office management and administrative procedures.
Knowledge of legal terminology.
Knowledge of research methods and techniques and of administrative procedures.
Skill in understanding and processing information.
Skill in the use of office equipment; and in the use of computers and applicable software including MS Office, Adobe, and databases.
Ability to communicate effectively, effectively expressing difficult legal and administrative concepts.
Ability to conduct research; and to draft, prepare, and interpret legal documents and evaluate findings.

Physical and Mental Requirements

Must be able to walk, sit, or stand for extended periods of time.
Must be able to perform data entry, type, and operate standard office equipment and computer software.
Must be able to lift boxes weighing up to 25 lbs.
Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.

How to apply:

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> or to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.