

**YAP STATE LEGISLATURE**  
**Job Openings**

**Position:** Two (2) Legislative Interns

**Wages/Salary:** \$260.00 biweekly

**Term:** Provisional contract for 6 weeks limited term (temporary)

**Qualifications:** Applicants can be attending high school or high school graduates. Must have a good working knowledge of computer applications, especially Word and Excel. Logical, organized and works well with others, but, if needed, should be able to work independently with basic instructions and no supervision required.

**Duties and Responsibilities:**

1. To assist both Legislature Offices in the performance of its duties as prescribed in the Rules of Procedure of the Legislature of the State of Yap, including the research, preparation, proofreading and filing of bills, resolutions, memorials, and amendments thereto.
  - a. Enter and update Boards, Commissions, and Committee membership listings.
  - b. Maintain and update the pending file for Standing Committees.
  - c. Maintain and update the pending and status file for drafting assignments.
2. To maintain and update appropriations law records for legal conditions and requirements.
  - a. To assist in updating and migrating funding index into Excel format.
  - b. Update listing of funded programs/projects and lapse dates.
3. To maintain all Legislature Office files.
  - a. To scan and organize all files assigned for archival purposes.
  - b. Maintain index of subject files.
4. To observe and comply with the terms and obligations of the Legislative Offices as prescribed in the draft office manual on policy and procedure.
5. To perform other clerical tasks and duties typical of an intern, and duties as directed by the Office of the Legislative Counsel, the Office of the Chief Clerk, and the Speaker or a Member of the Legislature.

To apply, please obtain an application from Personnel Office, and submit the completed application to the Yap State Legislature.