

August 2012

# **NORTH DAKOTA LEGISLATIVE COUNCIL LEGISLATIVE FISCAL INTERNSHIP PROGRAM DESCRIPTION, DUTIES, AND QUALIFICATIONS**

## **PROGRAM DESCRIPTION**

### **Summary**

Under the direction of the Legislative Budget Analyst and Auditor, the legislative fiscal intern is responsible for performing a variety of fiscal, budgetary, and accounting tasks and other legislative staff services for the Legislative Assembly and its committees.

### **Educational Objective**

The purpose of the program is to enhance the student's knowledge of the legislative process and to allow the student to gain relevant work-related experiences, including preparing, organizing, analyzing, and presenting financial-related information.

### **Timeframe/Compensation/Credit**

The 2013 internship will begin on Wednesday, January 2, 2013, and conclude on Tuesday, April 30, 2013.

An internship may be full time or part time. Full-time internships are 40 hours per week, Monday through Friday from 8:00 a.m. until 5:00 p.m. A part-time internship is flexible up to 40 hours per week.

As approved by the Legislative Procedure and Arrangements Committee, an intern is entitled to receive a living stipend of up to \$3,000 per month for the 2013 internship program.

Education credit may be available. Contact the respective campus representative.

## **DUTIES**

Duties of the legislative fiscal intern include:

- Monitoring bills under consideration by the Legislative Assembly for potential fiscal impact.
- Reviewing and reporting on fiscal notes prepared by state agencies.
- Assisting in the preparation of budget-related reports.
- Analyzing financial and budget-related data.
- Conducting research on fiscal-related issues.
- Drafting amendments.
- Attending legislative hearings on fiscal-related topics.
- Responding to legislator requests for information.
- Presenting information to legislative committees and legislative staff.

## **STUDENT QUALIFICATIONS**

A legislative fiscal intern must be a nonpartisan junior-, senior-, or graduate-level postsecondary school student in good academic standing. A legislative fiscal intern must have good communications skills, be familiar with word processing and spreadsheet computer applications, be accurate and objective, and have the ability to perform the duties and responsibilities described in this document.

## **SELECTION PROCESS**

Applications must be submitted to the Legislative Council at the address below by Friday, October 12, 2012. Finalists will be determined by late October 2012 based on information submitted as part of the application. Finalists will be interviewed in early November with the student chosen to fill the internship position for the 2013 legislative session by Thursday, November 15. The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability.

## **APPLICATION SUBMISSION**

Submit completed application form and required materials by Friday, October 12, 2012, to:

Allen H. Knudson  
Legislative Council  
600 East Boulevard Avenue  
Bismarck, ND 58505-0360  
aknudson@nd.gov

**NORTH DAKOTA LEGISLATIVE COUNCIL  
LEGISLATIVE FISCAL INTERNSHIP PROGRAM  
2013 STUDENT INTERNSHIP APPLICATION FORM**

**Personal information**

Name \_\_\_\_\_  
Hometown mailing address \_\_\_\_\_  
College campus mailing address \_\_\_\_\_  
Home telephone \_\_\_\_\_ Cellular telephone \_\_\_\_\_  
Email address \_\_\_\_\_

**High school information**

Name of high school \_\_\_\_\_ Grade point average \_\_\_\_\_  
Graduation date \_\_\_\_\_ ACT/SAT score \_\_\_\_\_

**College/university information**

Name of current college/university \_\_\_\_\_  
Years attended \_\_\_\_\_ Grade point average - Attach transcript \_\_\_\_\_  
Major \_\_\_\_\_ Status \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate  
Name of previous college/university \_\_\_\_\_  
Years attended \_\_\_\_\_  
Major \_\_\_\_\_

**Recent work history**

Employer \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address \_\_\_\_\_  
Summary of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address \_\_\_\_\_  
Summary of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

Personal reference - Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_  
College/university professor - Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Title \_\_\_\_\_

**Goals and objectives**

Please attach a brief (approximately one-half page) statement of your career goals, how you believe this internship may assist you in achieving your goals, and how you believe your skills and abilities will contribute to the legislative process during the 2013 legislative session.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_