



NEW JERSEY GENERAL ASSEMBLY

BETTYLOU DECROCE
ASSEMBLYWOMAN
ASSISTANT MINORITY LEADER
26TH DISTRICT
MORRIS • ESSEX • PASSAIC
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PARSIPPANY, NJ 07054
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COMMITTEES
FINANCIAL INSTITUTIONS & INSURANCE
TRANSPORTATION & INDEPENDENT AUTHORITIES
SCIENCE, INNOVATION & TECHNOLOGY
INTERGOVERNMENTAL RELATIONS COMMISSION
JOINT COMMITTEE ON PUBLIC SCHOOLS
PRETRIAL SERVICES REVIEW COMMISSION
MANUFACTURING CAUCUS

INTERNSHIP WITH ASSEMBLYWOMAN BETTYLOU DECROCE

Assemblywoman BettyLou DeCroce is accepting applications and interviewing for an Internship at her Legislative District Office in Parsippany. BettyLou DeCroce joined the New Jersey General Assembly on February 16, 2012 and currently serves on the Financial Institutions & Insurance Committee, the Transportation & Independent Authorities Committee, the Science, Innovation, & Technology Committee, the Joint Legislative Committee for Public School, and the Intergovernmental Relations Commission. She represents New Jersey Legislative District 26, covering municipalities in Morris, Essex, and Passaic Counties; serving alongside Senator Joseph Pennacchio and Assemblyman Jay Webber.

Applicants should have the following qualities:

- A professional, courteous demeanor and positive attitude;
- Coursework in Political Science or other related areas;
- Knowledge of Microsoft Office 2007 and social media;
- Strong interest in public policy and state government;
- A willingness to learn the legislative process and take on new projects.

Responsibilities may include, but not be limited to:

- Answering phones and taking messages;
- Compiling research on pending legislation and various topics;
- Coordinating and assisting with mailings to constituents;
- Filing and general administrative duties;
- Upon satisfactory work in the District Office, observing the legislature and/or committee meetings in Trenton.

This unpaid internship may take place over a semester or break, depending on the student's availability with school and the District Office's schedule with relevant projects and necessity. Dress is business casual at the office and business professional in Trenton.

Interested applicants should send a cover letter, resume, and availability to:

Assemblywoman BettyLou DeCroce
90 East Halsey Road, Suite 380
Parsippany, New Jersey 07054
or AswDeCroce@njleg.org.

Should you have any questions, please call George Dredden, Chief of Staff or Sydney Ugalde, Legislative Aide at (862) 701-5159