Internship
Business and Government Filings Division

Position Summary:

The Business and Government Filings Division (Division) is responsible for administering Texas business entity filings, Uniform Commercial Code (UCC) filings, trademark registrations, commissioning notaries, and other public records that support commerce and transparency across the state. The Division is seeking a detail-oriented intern to support the agency's daily operations and ongoing initiatives. This internship provides a unique opportunity to gain firsthand experience in public service and government operations within a state agency setting. Interns will work closely with agency staff to assist with administrative tasks, research, data analysis, and program support. They will gain insight into how state government functions, contribute to meaningful projects, and develop valuable professional skills in communication, organization, and policy-related work.

Responsibilities:

Intern responsibilities may include, but are not limited to:

- Assist with research related to business entity filings, UCC records, trademarks, and other statutory filing programs.
- Review and summarize proposed legislation, statutes, administrative rules, and policy changes affecting division programs.
- Participate in process improvement and data analysis projects to support operational efficiency and customer service.
- Assist with documenting business processes, procedures, and training materials.
- Research filing trends, customer needs, and industry best practices to support division initiatives.

Qualifications:

- Must be authorized to work in the United States and currently enrolled or recently graduated from an accredited college/university within the past year.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams, etc.).
- Ability to work independently and manage time effectively.
- Interest in public service, government, or policy-related fields.
- Professionalism and attention to detail.

Physical Requirements

- Perform duties in a stationary (seated) position with occasional periods of walking.
- Lift and carry boxes weighing up to thirty (30) pounds.

JOIN US!

Students interested in applying should download and complete the Intern Employment (PDF) or the Intern Employment (Word) application and send it to employment@sos.texas.gov, along with a **resume, transcripts, certifications, and a writing sample**. This internship opportunity is unpaid.