

## **YOUTH OPPORTUNITY BOARD SUMMER INTERN PROGRAM JOB SUMMARIES**

**City Attorney's Office:** Intern will assist with: filing, mail pick-up, opening mail, hand-delivering documents to several departments in and around City Hall, faxing, photocopying/scanning documents, updating the books (City & County codes); organizing files, preparing storage boxes and logging boxes' content in both Excel & Word. Intern must have minimum computer skills.

**City Clerk's Office:** Intern will assist staff and is required to have a variety of clerical skills such as, but not limited to, photocopying, scanning documents (i.e., business tax receipt applications, etc.), filing, faxing, assisting with answering phones, providing information to residents and customers when necessary, mail pickup and distribution and other related work as well.

**Community Planning & Development:** During the summer, the intern will work in all of the divisions within the Department, i.e. Building and Zoning, Planning, Transportation Planning, Economic Development and Housing. The Intern will assist in a variety of clerical tasks, including but not limited to: filing, opening mail, hand-delivering documents to several departments in and around City Hall; routing plans; photocopying documents; organizing books in the Department's conference room/library; and organizing the office supply cabinet. In addition, at times the interns will be asked to ride the Nomi express survey riders and/or observe the bus in various locations and take notes.

**Finance:** Intern will work in various divisions of the Finance Department i.e. Utility Billing, Administration, and Pension. Interns are required to have a variety of clerical skills such as but not limited to photocopying, scanning invoices, filing, faxing, and mail pickup and distribution. Interns need to have good knowledge of business arithmetic.

**Information Technology (I.T.):** Intern will assist records supervisor with transporting of records from different departments to the basement, destruction of retention met files, and storage of current records, lifting, rotating and organizing records. The intern will also perform general clerical duties such as shredding, photocopying documents, sorting interoffice mail, assisting with answering phones, and providing information to residents when necessary. A limited amount of housekeeping is required.

**Library:** Interns will assist with daily operations, reading coaching, programming support for special events, and summer reading programs. Students will learn to do book repair in the Reference and Technical Services Departments. Other duties encompass clerical tasks such as filing, photocopying, scanning, processing of items for circulation as well items no longer suitable for circulation, and designing posters and other artwork. Duties might also include shelving of books, audiovisual materials, helping organize special collections, taking inventory.

**Museum (MOCA):** Interns will work as summer camp counselors in the Creative Arts Camp. They will assist art instructors in setup and cleanup of classroom, help children complete their projects and supervise 35 children during the day. Interns **must** attend an in-service training before they begin their internship at MOCA.

**Office of the Mayor & Council:** Intern will be assisting staff in preparing for community workshops, town hall meetings, and events. Duties will include attending meetings, filing, answering the phone and general clerical duties such as: mail pick up and distribution, typing

(good typing skills is essential), organizing office supplies and files, data entry, faxing, photocopying/scanning, and other related work as well.

**Parks and Recreation:** Interns will work as summer Camp Counselors in the various camps and drop-in programs. These duties may include assisting with the supervision of 50+ children during the day, setting up equipment and/or materials for recreation activities, arts and crafts and games. Minor housekeeping of the facility will be asked of interns. Interns **must** attend a camp in-service training and aquatic safety training, before they begin their internship. Intern assigned to the Parks and Recreation Administrative Office duties include customer service, answering phones, coping, faxing, filing, scanning and miscellaneous office work.

**Personnel:** Intern duties are but not limited to assist in processing applicants for employment; handling employment applications and other personnel forms; assist applicants and answer inquiries about the City job vacancies over the telephone and in person; assist in administering examinations, proctoring exams; input data into computer for applicant tracking system; typing, filing and photocopying/scanning various forms and documents.

**Police Department:** Interns are to assist various divisions within the Police department with clerical and customer service tasks.

**Public Works:** Interns will have the opportunity to gain experience in two fields of Public works Administration and Building Maintenance. The Interns that are assigned to Administration will have to perform clerical duties but not limited to filing, answering telephones, mail pick up and distribution, typing, and organizing office supplies and files. Intern assigned to the Building Maintenance duties will be but not limited to assisting the Trades Mechanics with painting demolition of office space, carpentry, painting and performing other general maintenance duties.

**Purchasing:** Intern will assist with general clerical duties such as photocopying/scanning, filing, faxing, mail pick-up and distribution, and other related work. Intern will review bid documents and log bids in when bid openings occur. Intern will prepare spread sheets of evaluation forms for bid folders. Computer literacy is required. Intern will assist with City surplus items and assist with procurement programs such as vendor workshops.

**Risk Management:** Intern will be required to perform a number of simple clerical tasks. These include but are not limited to the following: filing, answering the telephones, photocopying documents and files, tallying invoices, retrieving and processing incoming and outgoing mail, faxing, creating new case files, processing files for archiving and organizing various files and records.