



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-Time**)
DEPARTMENT.....: Administration/Parish President's Office
DIVISION.....:
CLASSIFICATION/GRADE.....: Summer Intern
REVISED.....: 04/2014
REPORTS TO.....: Parish Manager/Parish President
REVIEWED.....: 03/2017
WAGES.....: \$11.50 per hour

*****MUST BE A TERREBONNE PARISH RESIDENT *****

SUMMARY:

The Intern will provide general secretarial and administrative services to the Parish President and Parish Manager.

BASIC FUNCTIONS:

1. Performs secretarial and administrative duties by filing, typing, preparing reports, receiving telephone calls, sorting mail, transcribing, entering data into computer and performing other duties as assigned.
2. Attend briefings, meetings, and presentations with staff and other internal and external entities.
3. Individual must maintain awareness of local, state, and national issues and policies relating to TPCG.
4. Performs all other responsibilities as assigned or deemed necessary by Supervisor and staff.

OTHER REQUIREMENTS:

1. Valid Class E Louisiana Driver's License.
2. Work requires the ability to read memos, letter, reports, correspondence, certificates, specifications, newspapers and maps.
3. Work requires the ability to write letters, memos, reports, agendas, resolutions, and correspondence.
4. Work requires the ability to perform general math calculations.
5. Proficiency with Microsoft Office Suite Applications (Word, PowerPoint, Excel, Outlook and Publisher).

EDUCATION/EXPERIENCE:

1. **Must be a Terrebonne Parish resident** and at least 18 years of age.
2. Must be a high school graduate.