



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-Time**)
DEPARTMENT.....: Coastal Restoration & Preservation
DIVISION.....:
CLASSIFICATION/GRADE.....: Summer Intern
REVISED.....: 05/24/2016
REPORTS TO.....: Director, Coastal Restoration & Preservation
REVIEWED.....: 03/2017
WAGES.....: Hourly

*****PLEASE SUBMIT YOUR CURRENT
TRANSCRIPT WITH APPLICATION *****

SUMMARY:

The Intern will assist in the organization and classification of old Parish Records.

BASIC FUNCTIONS:

1. Checking documents and organizing the old files.
2. Attend briefings, meetings, and presentations with staff and other internal and external entities, as necessary or requested.
3. 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. **Terrebonne Parish resident is preferred** and must be at least 18 years of age.
2. **Must have a obtained a Junior or Senior Status** at a Community College or University by May 2017.