



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-Time**)
DEPARTMENT.....: Council Clerk's Office
DIVISION.....:
CLASSIFICATION/GRADE.....: Summer Intern
REVISED.....: 03/2016
REPORTS TO.....: Council Clerk
REVIEWED.....: 03/2017
WAGES.....: Hourly

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

SUMMARY:

The intern will provide clerical support services to the Council Clerk, Council Staff, and Council Members, including the preparation of documentation necessary to maintain the integrity of the Terrebonne Parish Council operations, assist the general public, and perform other general office practices.

BASIC FUNCTIONS:

1. Assist in filing/maintaining public documentation files and the electronic reading file system.
2. Assist in scanning and uploading public documentation.
3. Assist in agenda preparation and distribution.
4. Provide clerical assistance by answering telephones, transmitting messages, and sorting/distributing office mail.
5. Provide general research functions of public records.

OTHER REQUIREMENTS:

1. Individual should be familiar with local government issues and policies.
2. Individual should maintain a level of profession courtesy in assisting the general public.
3. Individual should be proficient with Microsoft Office and possess the ability to compose general correspondence.
4. Individual should have general knowledge of office equipment (copier, scanner, fax, etc.)
5. Individual may be requested to attend a Council/Council Committee meeting to become familiar with Council proceedings.
6. Individual must possess a valid Class E Louisiana Driver's License.

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status at a Community College or University by May 2017.**