



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-time**)
DEPARTMENT.....: Planning & Zoning
DIVISION.....: Planning
CLASSIFICATION/GRADE.....: Summer Intern
REVISED.....: 03/2017
REPORTS TO.....: Code Enforcement Officer II
REVIEWED.....: 03/2017
WAGES.....: Hourly

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

SUMMARY:

The Intern for the Planning & Zoning will report directly to the Division's Code Enforcement Officer II. Primary functions focus on general administrative duties, which will include copying, and scanning, merging files, uploading files in support of the efforts to transfer of the Planning Commission and Planning Division files from paper hardcopy to digital in order to make them more accessible to the staff and general public.

BASIC FUNCTIONS:

1. Archiving documents and purging files within written parameters.
2. Scanning and merging subdivision files into existing data base.
3. Creating data base tools for information abstraction and analysis.
4. Correspond with IT to establish data base parameters.
5. Assist the Planning Division staff with planning, zoning and other related matters.
6. Outdoor inspections may require Intern to travel within the Parish
7. Perform related duties as assigned.

OTHER REQUIREMENTS:

1. Modern office methods, practices, procedures, equipment and computer equipment.
2. Common word processing and spreadsheet software used on personal computers.

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior in a Community College or University** within Government, Political Science, History, English, Museum Studies, Arts Administration, Education or other relevant field of study **status by May 2017.**