



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-time**)
DEPARTMENT.....: Planning & Zoning
DIVISION.....: Regulatory
CLASSIFICATION/GRADE.....: Summer Intern
REVISED.....: 03/2017
REPORTS TO.....: Planner 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 Planner II. Primary functions focus on general administrative duties, which will include copying, scanning, merging files, uploading files and carrying out documentary or statistical analysis in support of the functions of the Regulatory Division.

BASIC FUNCTIONS:

1. Archiving documents and purging files within written parameters.
2. Scanning and merging elevation certificates into existing data base.
3. Creating data base tools for information abstraction and analysis.
4. Copying documents and preparing direct mailing.
5. Correspond with vault companies to audit vault numbers against burial permits.
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.**