



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-Time**)
DEPARTMENT.....: Human Resources/Risk Management
DIVISION.....:
CLASSIFICATION/GRADE....: Summer Intern
REVISED.....: 04/2014
REPORTS TO.....: HR/RM Director/HR Generalist/Insurance Technician
REVIEWED.....: 03/2018
WAGES.....: Hourly

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

SUMMARY:

This position is under the general supervision of the Human Resources Generalists and the Insurance Technician. The Intern will perform duties related to specific functions within the Human Resources and Risk Management departments. The position will provide support for HR activities of the Parish and assist HR Generalists and the general public with general department information. The Intern will assist the RM Administrative Technicians with filing of all types of insurance claims including, but not limited to, worker's compensation, auto, general liability, and assist with gathering litigation claim documentation.

BASIC FUNCTIONS:

1. In-take and processing of mail for both HR/RM departments. Routes all correspondence to appropriate department personnel.
2. Assist with employment entry process for all new parish employees.
3. Assist Adjusters, Insurance Technician and other Administrative Technician.
4. Performs general clerical duties such as answering phone, maintaining files, completing record searches, typing and other related duties.
5. Transcribe recorded statements.
6. Maintain HR/RM departmental records through scanning and shredding.
7. Performs all other responsibilities as assigned or deemed necessary by Supervisor and staff.

OTHER REQUIREMENTS:

1. Must be computer literate with proficient knowledge in Word Perfect, Power Point, Microsoft Word and Excel spreadsheets.
2. Ability to maintain confidential information a must.

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status** at community college or University in Human Resources or Risk Management **by May 2018.**