



## **Intern (High School) – City Secretary’s Office**

Department:	<b>City Secretary</b>	Hourly Rate:	<b>\$10</b>
Revised Date:	<b>February 2021</b>	FLSA Status:	<b>Non-Exempt</b>

**GENERAL PURPOSE:** Provides meaningful on-the-job training and real word public sector experience. Interns will provide administrative support to the City Secretary’s office with data entry, research, tasks related to special projects, marketing, and general office duties including filing, copying, answering phones, etc. The internship is designed to be both educational and practical.

### **REQUIREMENTS:**

- Must be at least 16 years old.
- Completion of 10<sup>th</sup> grade course requirement
- Reliable attendance and ability to report to work on time.
- Skill in using Microsoft Word and Microsoft Excel.
- Excellent customer service skills.
- Highly motivated with a desire to learn.

### **DESIRED SKILLS:**

- Scanning documents
- Social media platforms
- Design software
- Event Planning

**PHYSICAL DEMANDS / WORK ENVIRONMENT:** The work is typically performed in an office while sitting at a desk or table. The employee occasionally lifts light objects (up to 25 lbs).

### **APPLICATIONS:**

Please submit a cover letter, resume and three professional/academic references to [jlanson@cityoffate.com](mailto:jlanson@cityoffate.com). The City of Fate will select top applicants for interview. All applicants selected for an internship will be required to complete a drug screen.

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The City of Fate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation or protected veteran status.

The Job Description does not constitute an employment agreement between the City of Fate and the employees. This position is subject to change by the employer as the needs of the employer and requirements of the job change.