

# **Administration**

Internship

Part Time Position (28 hours)

Pay Grade 51 \$11.10/Hour – No Benefits

The City of Locust Grove seeks all qualified, self-motivated individuals for a part-time Internship. Applications for this position will be taken until the position is filled, if not filled by June 30, 2014, the position shall no longer be available. Note that all applicants are subject to the Personnel Policy, including successful drug screening prior to any job offer. Internship shall be effective from date of hire until August 31, 2014.

**Job Title: City Administration Intern (28 Hours/Week)**

**Job Summary:** This part-time position is responsible for a specific set of clerical and administrative duties related to the City's cemetery. Work includes research and cataloging gravesites, cross-referencing records, establishing an accountancy program for inputting and tracking payments and creating a database of findings.

**Major Duties:**

- Establishes an accurate report on the City's Cemetery;
- Researches public records to identify gravesites;
- Research ownership, payment status and history of gravesites;
- Develops and maintains various databases;
- Types letters, reports and other documents as assigned;
- Files deeds, easements, and other legal instruments as dictated by the City Manager.
- Greets visitors and receives and responds to inquiries verbally and in writing; directs visitors/callers to appropriate person or department;
- Performs other duties as assigned.

**Knowledge Required by the Position:**

- Skill in performing research and interpret and apply information appropriately;
- Skill in oral and written communication;
- Ability to prepare necessary reports, documents, legal instruments, and to accurately interpret ordinances and codes;
- Knowledge of City and department policies and procedures;
- Knowledge of general office principles and practices;
- Skill in operating modern office equipment;
- Skill in computer applications for word processing, spreadsheets and presentations;
- Skill in organizing and maintaining filing systems;
- Ability to handle multiple interruptions and adjustments to priorities throughout the day to meet critical deadlines;
- Ability to use tact and courtesy in dealing with the general public, as well as with employees of other City departments the various county offices in all types of contacts arising during daily work activities;
- Ability to transcribe reports and business correspondence;
- Ability to maintain confidentiality.

**Supervisory Controls:** Work is assigned by the City Manager in terms of department goals and objectives. Work is spot-checked and reviewed for accuracy and propriety of final results.

**Guidelines:** Guidelines include department policies and procedures, City ordinances and local, state and/or federal regulations pertaining to cemetery regulations and issues.

**Complexity:** The work consists of a variety of administrative and technical duties, including typing and data entry.

**Scope and Effect:** The purpose of this position is to support the efficient operation of the City Cemetery.

**Personal Contacts:** Contacts are typically with co-workers and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information.

**Work Environment:** The work is typically performed in an office setting combined with field visits to the adjoining cemetery location and at other sites as needed for administrative purposes and studies.

**Physical Demands:** Work is typically performed with the employee sitting, standing, walking, bending, crouching or stooping. The employee uses tools or equipment requiring a moderate degree of dexterity.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

High School diploma or equivalent; currently enrolled in an undergraduate or graduate college or university program; experience working in an office environment and/or in a local government environment; equivalent combination of education and experience.