

# PARISH COUNCIL INTERN

Parish Council



## SUMMARY

The intern will provide clerical support services to Council Staff, Council Clerk, and Council Members, including preparation of documents necessary to maintain the integrity of Terrebonne Parish Council operations, congenially assisting the public, and performing other general office practices.

## ESSENTIAL FUNCTIONS

- Assist in composing and generating correspondence, reports, and other information requested by the Council Members and/or the public.
- Assist in maintaining an electronic reading file retention system and a paper copy file system.
- Greet elected officials and the public in a courteous, diplomatic, and helpful manner; provide and disseminate pertinent information regarding local government.
- Research files, minutes, reports, and archived documents as needed.
- Assist in maintaining a current listing of all boards, committees, and commissions appointed by the Terrebonne Parish Council.
- Assist in the preparation of meeting notices and agendas for meetings called by the Terrebonne Parish Council.
- Assist in maintaining a schedule of engagements/meetings for Council members.
- Scan documents for electronic filing, dissemination, etc.
- Assist as receptionist by answering telephones, taking/providing messages as necessary, and performing other clerical duties required for the efficient operation.
- Perform other duties as assigned by supervisor.

## JOB OVERVIEW

### STARTING PAY

\$12 to \$13.50 per hour

### LENGTH OF INTERNSHIP

June 3 to July 26

### SCHEDULE

Schedule varies; 20-25 hours per week

### LOCATION

Government Tower

## GENERAL REQUIREMENTS

- At least 18 years old.
- Preference will be given to applicants from Terrebonne Parish.
- Familiar with basic office policies and procedures, including assisting the public in a diplomatic, helpful manner.
- Ability to operate or have working knowledge of all types of office equipment and applications (personal computer with word processing capabilities, fax machines, copiers, scanners, video/audio recording equipment and Excel would be helpful).

## EDUCATION REQUIREMENTS

- Must obtain a junior or senior status at a community college or university by May 2024.

## WHAT YOU WILL LEARN

The intern will learn the innerworkings of local government pertaining to the legislative branch of Terrebonne Parish; the procedures and impacts of local legislative actions through motions, resolutions, and ordinances; and the importance of local public records with access to both contemporary documents and historical archives.