



Employee Job Description – Temporary Summer Internship

Job Title: Work Study Intern –Corbett Water District Governmental Rules and Regulations

Salary: \$25hr – Up to 216 hours.

Schedule: Tuesday/Thursday 8am – 4pm and Monthly Board Meeting.

Purpose of Position

To help the district with the organization of their Ordinances, Resolutions, Policies, and Employee manuals. This position works under the direction of the Manager and/or District Clerk. The Work Study Intern will learn invaluable information about governmental process and how laws are made and enacted, they will learn about Robert’s Rules of Order as well as Special District office processes. This position will help someone interested in legal, governmental, political science, accounting, customer service, office, and management courses of study.

Distinguishing Characteristics

The Work Study Intern is a temporary position for 12 weeks between June 13th, 2022 and September 23rd, 2022. The position calls for approximately 16 hours a week and 4 hours at Board meeting held monthly in the evening.

Essential Job Functions and Responsibilities

Under general direction of the Manager and/or the District Clerk:

The Work Study Internship duties include but are not limited to:

- Organize, categorize and update employee, board, and policy manuals for the district.
- Update the policies manual with information from regulations and ordinances
- Assess, update, and make recommendations for updating working documents.
- Assess, update, and make recommendations for the safety manual
- Sort and organize records

Performs public records management, including but not limited to:

- Update website with public records
- Read, organize and compile public records.
- Update physical copies of public records.
- Maintain confidentiality of non-public records.
- Detail Oriented

Minimum Qualifications

Ability to:

- Conduct research as necessary to obtain information for reports, projects, and meetings.
- Perform mathematical calculations.
- Understand and follow all safety rules and procedures established for work areas.
- Performs various clerical tasks in support of department functions, e.g. photocopying, filing, computer work.
- Maintains work areas in a clean and orderly manner.
- Use computer software and hardware required.
- Work independently to solve problems, and seek assistance if and when required.
- Communicate effectively with co-workers, read and write well.

Mandatory Requirements: Must be a current Freshman, Sophomore, or Junior in a 2 year or 4 year college program with plans to attend in the fall. Proficiency in English language, composition and editing is necessary. Ability to read large amounts of text retain information, and organize. Willingness to learn, attention to detail in a busy office.

Desirable Requirements: A college level Grade Point Average of 3.5 or better.

Physical Demands of Position: While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Manual dexterity and coordination are required over 50% of the work period.

Working Conditions: Usual office working conditions. The noise level in the work environment is typical of most office environments.

Supervisory Responsibilities: Supervision is not a function assigned to this position.

Supervision Received: Works under the general supervision of the District Manager. May also take direction for tasks from the District Clerk.

Education and Training: Current student of a 2 or 4 year college. Must have High School Diploma or GED.

Please email your resume and application to clerk@corbettwater.com