



Internship Announcement

Agency: County of El Dorado, Chief Administrative Office, Parks Division

Location: 200 Armory Drive, Placerville, CA 95667

Internship Position Title: Office Support Staff

Dates Needed: May 27, 2019 – September 2, 2019

About Us:

Nestled in east-central California, the County of El Dorado spans 1805 square miles of beautiful rolling hills and mountainous terrain. Many people come from all over the globe to recreate in El Dorado County whether it is to raft the American River, learn about the Gold Rush, experience Lake Tahoe, or to navigate the world-renowned Rubicon Trail. It is the goal of the El Dorado County Parks Division to promote these recreational assets while also protecting and maintaining existing natural and cultural resources. Our division is looking for an intern who is passionate about recreation, conservation, and parks. Come join us!

Internship Details:

This position is currently unpaid; however, the internship will provide excellent training for anyone considering a future in Parks or Public Administration. We request a minimum commitment of 10 hours per week, with up to 40 hours per week available. Scheduling is flexible. Under immediate or general supervision, provides a limited spectrum of office support activities to an assigned department, which may include word processing, data entry and organization, reprographics, telephone and counter reception, scheduling, updating websites, maintaining records, and filing; creates routine forms, memoranda, correspondence, and/or reports; performs routine operation of equipment; provides information and assistance to staff and the general public; and performs related duties as assigned.

Knowledge/Skills/Abilities:

- Perform specialized processes, procedures, and office support tasks related to the department to which assigned.
- Organize and maintain accurate files and records.
- Type accurately at speeds necessary for successful job performance.
- Perform detailed legal office support work accurately.
- Make accurate arithmetic calculations.
- Research and compile a variety of information and materials.
- Compose routine correspondence from brief instructions.

- Verify scanned images.
- Read and interpret basic plans, documents, maps, and permit applications.
- Operate, adjust, utilize, and perform minor maintenance to imaging scanners and personal computers, photo reproduction, microfilming, and various micro imaging equipment.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

How to Apply:

Interested? Please visit our website to complete an application:

www.edcgov.us/Government/Parks. Please submit a copy of your resume and completed application to:

County of El Dorado Parks Division
200 Armory Dr.
Placerville, CA 95667

You may also submit your resume and completed application electronically to chelsea.doyle@edcgov.us.

Contact us:

If you have any questions or would like more information, please feel free to contact Chelsea Doyle at 530.621.6060 or chelsea.doyle@edcgov.us.