



STUDENT INTERN I

REQUIREMENTS

Intern I – High School Level

- At least 16 years of age
- Enrolled or graduated from a secondary educational institute within the City of Carrollton
- Recommended by the school's counselor for the internship, if applicable
- Able to pass pre-employment drug screening
- Responsible for their own transportation

ADMINISTRATIVE SERVICES

Administrative Services Student Intern I. Part-time (10 hours/week). The Administrative Services Internship position is a project-based opportunity that will provide the intern with in-depth experience with records review, state retention schedules and application, indexing, communicating with departments throughout the City, and general clerical skills. The intern will be responsible for reviewing records, identifying and categorizing the content, and communicating with the department owner of the record, along with the City Secretary's Office to determine best practices for maintaining and accessing the recording going forward. This project will contribute to the organization's ability to quickly and easily access records in conducting business efficiently and effectively.

Qualifications: Be enrolled in a high school within the City of Carrollton, knowledgeable in Microsoft Office®, general office duties, and web-based programs; independent and highly motivated; strong verbal and written communication skills; and strong organizational skills.

DEVELOPMENT SERVICES

Development Services Student Intern I. Part-time (25 hours/week, 10 weeks). The Intern will be utilized as a part time (up to 20 hours/week) contract employee to assist with daily operations throughout the Building Inspection Division of the Development Services Department. The Intern will be trained and may participate in various activities such as permitting, plan review, field inspection, data entry, records maintenance, telephone calls, research, and importation of electronic data files as well as hardcopy plans and documents. Carrollton's Development Services Department is a One Stop Shop, and the Intern is vital to its operation.

Qualifications: Currently enrolled in a high school within the City of Carrollton. The position must be detail-oriented, possess knowledge of Microsoft software products, and maintain the ability to work well with others and individually with little supervision.

FINANCE

Finance Intern I. Part-time (20 hours/week, 25 weeks). The Finance Intern will be introduced and provide support to the Finance Department. Duties may include but are not limited to: attend various meetings; observe various Finance functions; assist in the assembly of budget documents and review for accuracy; attend meetings with departments to review budget plans, determine budgetary needs, and collect information to offer findings and recommendations; assist in preparing reports, graphs, charts and other illustrative materials on budget matters; develop an understanding of how cost-effective business practices in City department operations ensure adequate financing for current and future City projects and services through the Managed Competition process; assist in research and data collection; assist in reviewing and identifying performance measures to evaluate a

department's performance; enter documents to general ledger; organize accounting documents for future reference; complete information requests for other departments; assist in processing of daily cash activity; assist in processing fixed assets activity; assist on special projects; assist in preparing the documentation for City auction of surplus property; assist with the scanning and indexing of records from paper to CD's; and assist with processing of mail and print shop jobs.

Qualifications: Be enrolled in a high school within the City of Carrollton, general knowledge of math, detail oriented, strong verbal and written communication skills, ability to communicate at a professional level and skilled in use of Microsoft Office®.