

INTERNSHIP PROGRAM

STUDENT INTERN I

DEVELOPMENT SERVICES

Development Services Student Intern I. Part-time (25 hours/week, 10 weeks) Intern will be utilized as a 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.



WORK

City of Carrollton
Strategic Services Department
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Carrollton, Texas 75006

972-466-3052 • cityofcarrollton.com/intern