



TOWN OF ELIOT Job Description

Job Title : Seasonal Intern
Department : Administration
Reports To : Town Clerk

Overview of Position:

The “Seasonal Intern” is an introductory opportunity for an interested and appropriately qualified individual to municipal government operations. The intern will have contact with the general public, learn and participate in primary functions related to the Town Clerk’s Office and other interconnected departments. The Intern may be assigned special projects. This is a seasonal and occasional position in the Town Clerk’s Office (primarily July, August).

Introduction to the following:

- Transactional processing including but not limited to: motor vehicle registrations, recreational vehicle registrations, collection of taxes/utilities, issuance of marriage licenses, issue certified vital records, registering voters and reconciliation of miscellaneous cash receipts.
- Daily transactions and cash auditing policies
- Tax collection and utility bill collection, maintenance and filing of minutes and town records
- Sorting and distribution of daily mail for all Departments
- Responding to telephone and email inquiries relating to the various municipal issues
- Understanding voter registration and election related tasks as needed
- Maintenance and updating of the Town Website
- Other projects and tasks as assigned and appropriate for the position

Basic requirements:

- A willingness to learn, strong interpersonal skills, basic math skills
- A general interest in public sector operations
- In good standing as a High School Junior or beyond

This intern position is classified as temporary/occasional. The schedule is primarily Monday through Thursday from 8:30 AM until 4 PM. The shifts will be between 4 to 7 hours a day and the rate of pay is up to \$15 per hour.

Candidates should submit a letter of interest, a resume and expect to go through a standard interview process. An interview panel of three will recommend a final candidate to the Town Manager for appointment. The appointee will be assigned to the Town Clerk for training, supervision and scheduling.

We hope both the process and the experience will provide an understanding of municipal and government operations and possibly inspire consideration of a future in local government.

We strive to present a professional, safe and enjoyable workplace. The training is intended to be engaging and beneficial for all employees. The Town of Eliot is an equal opportunity employer and encourage interest from all persons.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.