



**Administration
Department**
191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575
www.ci.carlton.or.us

Internship Notice

PRESS RELEASE DATE: 3/15/2024

PLEASE POST UNTIL: Open Until Filled

INTERNSHIP ANNOUNCEMENT

Office Intern

(Part-time position, 10-20 hours/week, primarily summer)
Minimum Wage

GENERAL PURPOSE: Under the direction of the Assistant City Manager, perform a variety of administrative tasks including clerical services, filing, record management, customer service and special projects as assigned. The position will be assigned to provide administrative assistance to various departments and operations as needed.

MINIMUM QUALIFICATIONS:

Education and Experience: Current high school or high school equivalent attendance and experience that would provide the required knowledge, abilities and skills.

Other: Must pass a background investigation, must be at least 16 years old.

SELECTION PROCESS:

Application ratings are based on experience, oral interview, and reference check. Hiring is conditional upon a successful criminal background check.

If you are interested in the position, you may download and fill out a City of Carlton Employment Application from the city's website at:

https://www.ci.carlton.or.us/sites/default/files/fileattachments/administration/page/6355/6.13.19_job_application_with_background_check.pdf

A detailed description is also available on the city's website at:

<https://www.ci.carlton.or.us/administration/page/civic-center-office-internship>

Please email, mail, or drop off your application in person to:

Christy Martinez
Assistant City Manager
Mail: 191 E Main St,
Carlton OR 97111
cmartinez@ci.carlton.or.us

Christy Martinez
Assistant City Manager
Drop Off: 945 W Grant
Carlton OR 97111

Position vacancy is open until filled.

The City of Carlton is an Equal Opportunity Provider

The City of Carlton makes employment decisions without regard to race, color, gender, national origin, religion, marital status, age, prior industrial injury, mental or physical disabilities unrelated to job performance, or veterans. The City of Carlton is a Drug-Free Workplace and complies with the Oregon Smoke-Free Workplace law. Candidates who are provided a conditional offer of employment may be subject to a criminal history records check. Those candidates who will be in a safety-sensitive position will be subject to a pre-employment drug test.