



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

Internship Description

Office Intern

March 13, 2024

GENERAL PURPOSE

Under the direction of the Assistant City manager, perform a variety of administrative tasks, including clerical services, filing, customer service, and special projects as assigned. The position will provide administrative assistance to various departments and operations as needed and gain experience with municipal processes and procedures.

SUPERVISION RECEIVED

The position works under the direct supervision of the Finance Specialist for the City of Carlton and occasionally under the general supervision of City Department Heads.

ESSENTIAL FUNCTIONS

Primary: Customer service on the telephone and, occasionally, at the front counter; ability to handle confidential records with discretion. Perform related duties as needed.

Secondary: The position provides general clerical and administrative support to City Department Heads, including filing, word processing, creating and maintaining files, managing city records.

MINIMUM QUALIFICATIONS

Considerable knowledge of modern office practices and equipment, filing practices, effective English usage, grammar, basic mathematics, and excellent customer service interaction.

Working knowledge of methods and techniques of public contact and effective problem resolution, workload prioritization and organization, interpersonal communication, and telephone etiquette.

Skill in techniques for public contact and effective problem resolution, use of office machines, including operating a computer to update/access files.

Ability to Establish and maintain effective working relationships with other employees, officials, agencies and the public. Exercise judgment in the performance of duties. Interact courteously, patiently, effectively, and tactfully with city staff, customers, and the public, even when relationships may be strained. Precisely file records and documents. Perform detailed clerical work and maintain attention to detail despite frequent interruptions. Work independently and make sound judgments within established guidelines.

WORK ENVIRONMENT The position performs in a typical office setting with appropriate climate controls. Employees in this classification are expected to communicate verbally, in person, by telephone, in meetings, and while making presentations. A computer is used for word processing, spreadsheet, and electronic mail applications.

OTHER The duties listed within this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the job. The job description does not constitute an employment agreement between the employer and employee and is subject to changes by the employer as the employer's needs and the position's requirements change.

EQUAL OPPORTUNITIES EMPLOYER The City of Carlton is an Equal Opportunity Employer. Employment decisions with the City are made 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 Department of Motor Vehicles (DMV) records check to ensure a safe driving record.