

CITY OF ALTAMONTE SPRINGS 2022 SUMMER INTERNSHIP PROGRAM

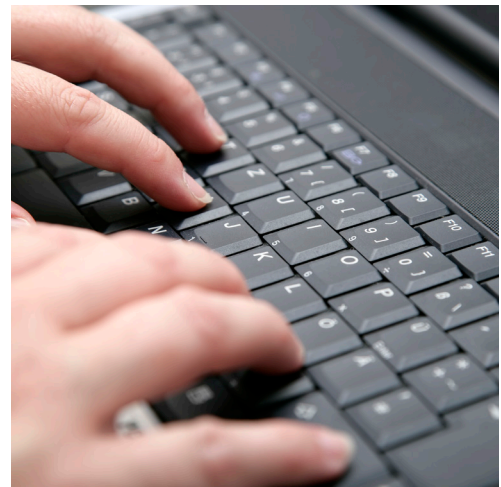
DEPARTMENT: City Clerk

LOCATION: City Hall Complex

225 Newpurypport Avenue, Altamonte Springs, FL 32714

RESPONSIBILITIES

- Assist with the City's Business Tax Receipt and Public Records program.
- Assist with the implementation of the City's records management program in accordance with Florida Law.
- Assist with the processing of Code Enforcement Board cases in accordance with Florida Law.
- Assist with the preparation/delivery of City Commission meeting packets.
- Learn the City's Policies, Procedures, Standard Operating Procedures and Department Operating Instructions; assist with preparation of amendments when needed.
- Perform administrative tasks as needed.



SCHEDULE

The City Clerk internship offers up to 40 hours per week. Work is available Monday through Friday from 7:30 a.m. to 4:30 p.m. Topics cover:

- Business Tax Receipts
- Public Records Requests
- Records Management
- Code Enforcement Support
- City Commission
- Supervisory Activities



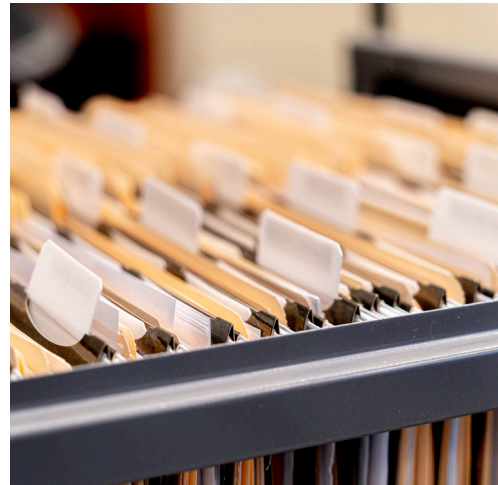
REQUIRED QUALIFICATIONS & SKILLS

- High school diploma or GED.
- Current enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in in Public Administration, Business Administration or a related field
- One (1) year experience with applications in a Microsoft Office environment.
- Fluently speak, read and write in English.




WHAT YOU WILL LEARN

- How to Use an Enterprise Computer System
- Knowledge of Public Records Management
- Enforcement of City Codes/Ordinances



CONTACT US

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Altamonte Springs, FL 32701

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 www.Altamonte.org/Internship

