



EMPLOYMENT OPPORTUNITY

Intern

Salary: \$15.50 - \$21.84 Hourly
Job Type: Part-Time
Department: Community Development - Planning
Benefits: No Benefits

The Position

Under immediate supervision, performs a variety of routine administrative, project-related, and department-specific assignments in support of a Town department/division; researches, writes, and presents reports and recommendations; and performs other duties as required.

Job Functions

- Performs a wide variety of administrative, project-related, and department-specific assignments to assist a Town department or division and to receive on-the-job exposure to municipal government issues.
- Performs a variety of clerical or technical tasks in support of Town programs; answers phones and assists the public.
- Researches, writes, and presents reports and recommendations on a variety of municipal government topics.
- Assists in the coordination of data and materials for the department.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records and files.
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Maintains a variety of records and files.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Required: Equivalent to the completion of the twelfth (12th) grade and current enrollment at an accredited four-year college or university, or graduate student status at an accredited college or university with major coursework in public administration or a closely related field. Enrollment in a Planning College is highly desired. No experience required.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Friday, April 21st, 2023, at 4:30pm**. Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.