



Rio Arriba County

JOB DESCRIPTION VACANCY

SUMMER INTERN

DEPARTMENT:	HEALTH AND HUMAN SERVICES
PRIMARY LOCATION:	ESPANOLA
SALARY:	\$20.00 HOURLY
FLSA CLASSIFICATION:	TEMPORARY
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	JULY 16, 2026

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Position Summary:

Under the general supervision of the Manager's Office or designee provides Intern with an opportunity to gain valuable workplace experience in county government. Interns will assist departments with daily operations while developing professional skills, learning workplace expectations, and exploring potential career interests.

Interns may be assigned to various county departments including administrative offices, community services, parks and recreation, senior services, records management, public works, or other county operations based on departmental needs and participant interests.

The general level and nature of this position: Described in the headings below. This is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.

Duties and Responsibilities:

- Provide general administrative support to department staff.
- Answer telephone calls, take messages, and direct inquiries to appropriate personnel.
- Greet and assist visitors in a courteous and professional manner.
- Perform data entry and maintain accurate records and databases.
- Organize, file, scan, and archive paper and electronic documents.
- Assist with preparing correspondence, reports, spreadsheets, forms, and presentations.
- Schedule appointments, meetings, and conference room reservations.
- Sort, distribute, and process incoming and outgoing mail.



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- Assist with maintaining office supplies and inventory records.
- Support staff with special projects, research assignments, and departmental initiatives.
- Learn and utilize office software programs, filing systems, and county procedures.
- Maintain confidentiality of sensitive and privileged information.
- Follow county policies, procedures, and workplace safety standards.
- Attend meetings, trainings, and professional development opportunities as assigned.
- Perform other related administrative duties as assigned.

Qualifications:

- Must be between the ages of 16 and 25
- Must be eligible to work in the United States
- Must possess a willingness to learn and work cooperatively with others
- Basic communication and interpersonal skills required
- Ability to follow instructions and maintain professionalism
- Basic computer knowledge preferred but not required
- High School diploma or equivalency and one (1) year of experience in an office environment. Administration, experience in a like field may be used as a substitution
- Proficient with Microsoft Office Suite or related software
- May need to successfully complete a background check if over the age of 18
- Must not have been convicted of a felony
- Employee may need to complete a pre-employment drug test if over the age of 18
- Employee must comply with the safety guidelines of the county
- Employee may need a valid New Mexico Driver's License
- Maintains confidentiality of all privileged information
- Knowledge of office practices, procedures, equipment, technology, and management practices
- Ability to communicate effectively, both orally and in writing, and with the public in a respectful manner
- Ability to act independently and conscientiously using sound judgment
- Ability to handle multiple tasks and meet deadlines
- Demonstrated knowledge of modern office practices, procedures, equipment, and technology
- Knowledgeable in the preparation of records, reports, correspondence, and written directives
- Ability to perform difficult clerical and basic management tasks

Preferred Qualifications:

- Office administration or a related field preferred



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- High degree of attention to detail
- Comfortable with routinely shifting demands and multitasking
- Ability to schedule appointments, meetings, and reservations as needed
- Ability to receive invoices and review them for accuracy
- Working knowledge of general office equipment
- Work collaboratively with other departments to help solve clerical issues

Work Environment/Conditions:

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, and lift light objects. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to (40) forty pounds. If an item is above (40) forty pounds, two or more County staff members shall complete the lifting.

- Work is performed in a temperature-controlled environment indoors
- Indoor duties are performed on an even surface, which may be carpeted or tiled
- Work hazards, or potential work hazards, include the climbing and descending of staircases
- Duties require only limited supervision, and the employee is required to exercise some initiative in completing assignments
- Employee may be exposed to lifting, walking, carrying, stooping, and various hazards such as heights, icy surfaces, and dust
- Employee may be required to travel within the county
- Employee may be required to take some job-related courses
- May require the use of standard office equipment and computers
- Some assignments may involve working indoors and outdoors
- May occasionally work in dusty, dirty, or non-climate-controlled environments
- May require the use of personal protective equipment (PPE) such as gloves, safety vests, dust masks, lab coats, or coveralls, depending on departmental assignment

Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to accommodate individuals with disabilities.

Conditions of Employment:

- Maintain professional conduct and appearance
- Arrive on time and maintain regular attendance



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- Treat coworkers and the public respectfully
- Follow supervisor instructions and safety guidelines
- Maintain confidentiality when handling county information

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPAA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County, or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

**Please send an email with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
