



Rio Arriba County

JOB DESCRIPTION VACANCY

SUMMER INTERN

DEPARTMENT:	MULTIPLE
PRIMARY LOCATION:	ESPANOLA
SALARY:	\$16.00
POSITION STATUS:	PART-TIME
FLSA CLASSIFICATION:	TEMPORARY
CLOSING DATE:	SUMMER INTERN
POSTING DATE:	MAY 14, 2024

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.

Primary Purpose:

Under general supervision of the Manager's Office or designee, provide clerical, and administrative support, and performs workflow procedures in the office as assigned in the essential duties and responsibilities. This employee performs multiple administrative functions at a professional level and may carry out responsibilities in some or all of the following functional areas: procurement, general office management, reception, and record keeping.

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:

- Provides administrative and clerical support and contribute to the department's team efforts
- Assists Manager, or designee, at various meetings, functions, or seminars and may take minutes at functions as directed
- Responsibilities include a wide variety of paperwork: incoming and outgoing correspondence, letters, agendas, and reports pertaining to County matters, miscellaneous files and records
- Performs other duties as assigned or required
- Excellent organizational skills and attention to detail
- Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Good customer service skills
- Arranges appointments and other duties as assigned



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- Depending on the placement of the department, may be responsible for duties, including landscaping, cleanup/setup, and other day-to-day duties.
- Comply with the safety guidelines of the County.
- Responsible for taking direction for daily assignments.

Qualifications:

- Proficient with Microsoft Office Suite or related software
- Successful completion of a thorough background investigation
- Must not have been convicted of a felony
- Shall be able to maintain a valid New Mexico driver's license with a class Endorsement or obtain one within one (1) month of hire
- Employee will complete a pre-employment drug test
- Employee must comply with the safety guidelines of the county
- Employee must have 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
- 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 works indoors, routinely seated, stands, walks, talks and listens. 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.



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- Work is performed in a temperature controlled environment indoors
- Indoor duties are performed on an even surface which may be carpeted or tile
- Work hazards, or potential work hazards, include the climbing and descending of staircases
- Duties require only limited supervision and 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 is subject to hazards of operating a motor vehicle
- Employee may be required to travel within the county
- Employee may be required to take some job related courses

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

Conditions of Employment:

Successful completion of 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 HIPPA 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 (30) thirty days of the date of hire as a condition of continued employment.

**Please send an e-mail 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*



Rio Arriba County Summer Intern Application

Position Applied for: _____ Date: ____/____/____

Last Name First Name Middle Initial

Address City State Zip

Telephone Number Alternate Phone Number Email

_____/_____/_____
Age Male/Female Date of Birth Social Security Number

Do you have a valid driver's license? Yes ___ No ___ Driver's license #: _____

Are you a U.S. citizen/legal resident? Yes ___ No ___

Are you a New Mexico Resident? Yes ___ No ___

Have you ever been employed by the Rio Arriba County? Yes ___ No ___

Are you related to anyone employed by the Rio Arriba County? Yes ___ No ___ Whom: _____

Are you still in school? Yes ___ No ___

Please list you last school or educational institute attended: _____

Did you graduate? Yes ___ / Year of Graduation _____ No ___

Do you have a GED? Yes ___ / Year GED Received _____ No ___



Rio Arriba County Summer Intern Application

Skills: As a Rio Arriba team member, you will be asked to participate in projects related to a variety of projects. Please check the areas in which you have experience.

- | | | |
|--|--|--|
| <input type="checkbox"/> Filing & Scanning | <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Office Cleaning |
| <input type="checkbox"/> Work as a Team | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Trail Work | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Construction |

Work background: list your last jobs, starting with the most recent.

Employer	Position	Supervisor	Dates	Salary	Reason for leaving
1.					
2.					
3.					
4.					

References: Please list two individuals *unrelated* to you. We encourage you to list people who know you well (such as a teacher, guidance counselor, former employer, church leader, etc.)

Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone:	Telephone:
Relationship:	Relationship:



Rio Arriba County Summer Intern Application

Have you ever had a serious illness/injury? Yes ___ No ___ Please explain: _____

Do you have a health condition(s) or contagious diseases for which you are receiving treatment?

Yes ___ No ___ Please explain: _____

ON THE ATTACHED SHEET, please explain why you should be consider for employment consideration. Please think carefully and include the following:

- 1) Why do you want to be involved in the program?
 - 2) What you expect to achieve in the future?
 - 3) How you think the program will help you?
 - 4) How you will help the program?
-

Certification / Signature: I hereby certify that the information provided on this application is true and correct to the best of my knowledge. I understand that any misinformation or material omission could result in unfavorable consideration or immediate dismissal. I allow my release of this information for verification and evaluation purposes. I understand that abides by the drug-free workplace guidelines. I agree to abide by the established rules and understand that I will participate in this program to the fullest of my abilities.

Please Note: *The Summer Youth Program is a temporary summer assignment. Upon completion you will not qualify for unemployment benefits unless you have been employed and earned wages for at least 6 months before filing your unemployment claim. Rio Arriba County will object to all unemployment claims from Summer Youth Program participants unless written proof is provided showing that you qualify for them. Thank you*

Signature _____

Date _____

Signature of Parent or Guardian _____

Date _____

