



Klamath County Clerk's Office
High School Internship Position
Support Staff Intern

Internship Summary:

Klamath County Clerk's Office is dedicated to providing accurate information and services in an efficient, professional, and courteous manner. The duties of this office include but are not limited to the following: conducting elections in the county, keeping public records for county departments, Board of Commissioners' documents, and other inter-agency offices. This office also provides land records, liens, property tax, and issues marriage licenses.

Primary responsibilities:

- Index recorded documents and marriage licenses
- Scan historical documents
- Organize electronic files
- Send out electronic mailers

Areas of learning opportunities:

- Everyday office systems
- Telephone etiquette
- General functions of a school district or large organization
- Teaming and collegial work
- Intern will have the opportunity to self-select some aspects of this internship

Desired Skills/Qualifications:

- Excellent interpersonal skills
- Ability to work quickly and efficiently
- Work well with others
- Excellent communication skills
- Ability to multi-task
- Typing and word processing skills
- Problem solving
- Self-motivated
- Dependable
- Detail-oriented
- Fast learner

Expected hours:

- 25-30 hours/week

Student can expect:

- Be prepared to learn!
- Increased skills in multiple areas of office systems and management
- Gained experience working as a member of a team