



Klamath County Human Resources Office
High School Internship Position
HR-Support Staff Intern

Internship Summary:

Klamath County HR-Support Staff Intern will perform a wide variety of tasks. These may include the reception desk, photocopy support, computer based and hardcopy filing, special projects, and other general office functions. The intern will work in an office setting and complete a variety of clerical functions to support the many departments of the county.

Primary responsibilities:

- Operating a multi-line telephone
- Computer support with various software programs
- Projects assigned by the director of curriculum
- Assist with job interviews and hiring practices

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