



Klamath County Developmental Disabilities Services

Office Assistant-Summer Intern

Klamath County Developmental Disabilities Services (KCCDS) provides support for children and adults experiencing intellectual and developmental disabilities. We are the point of access to services and support for people in Klamath County. Participation in the program is voluntary. Our community is stronger when the diversity of all its members is supported.

Our Mission: It is the mission of KCCDS to support individuals experiencing intellectual and/or developmental disabilities of all ages and their families through providing person-centered supports that encourage independence, dignity, and choice; promotes community integration, and supports individuals to live the best lives that they choose.

Internship Summary:

Our intern will perform a wide variety of tasks. These may include the reception desk, scanning support, computer-based filing, special projects, community/public outreach and other general office functions.

Primary responsibilities:

- Perform numerous clerical, organizational, and office support tasks
- Support in the development and delivery of community outreach opportunities for individuals experiencing intellectual and developmental disabilities, their families, providers, and the broader Klamath County community.

Areas of business learning opportunities:

- Spreadsheets, office tracking systems
- Governmental policies and procedures
- Customer Service
- Community/Public Outreach

Desired Skills/Qualifications:

- Excellent people skills
- Excellent interpersonal skills
- Ability to work quickly and efficiently
- Work well with others
- Typing and word processing skills
- Ambitious
- Everyday office skills
- Organization
- Dependable
- Detail-oriented
- Fast learner
- Creative and Critical Thinking

Expected hours:

- 25-30 hours/week

Student can expect:

- Be prepared to learn!
- Increased skills in multiple areas of office systems and management
- Learn paperless processes
- Learn about community outreach and education
- Gain experience working as a member of a team