



The City of Malibu

Invites Applications for an Employment Opportunity



STUDENT INTERN

\$12 HOURLY (PART-TIME POSITION/NO BENEFITS)

Application Deadline: Friday, September 8, 2017, at 4:00 p.m.

Completed City of Malibu Employment Application must be submitted online at: www.malibucity.org/jobs for candidate consideration. *Applications received by email or facsimile will not be considered. Resumes are not accepted in lieu of a City Employment Application.* EOE/ADA

General Description

Under general supervision, provides a variety of office support activities to various City departments, which may include word processing, data entry and organization, telephone and counter reception, record keeping, report preparation and filing; provides information and assistance to the general public; performs related work as required.

Examples of Essential Duties

Organizes and maintains various administrative, confidential, reference, and follow-up files, following an established filing system; researches and compiles information from such files and purges files as required. Conducts data entry. Prepares correspondence, reports, forms, receipts, vouchers, and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy, or dictated tapes using a word processor or computer with form templates. Proofreads materials for accuracy, completeness, compliance with departmental policies, formatting and correct English usage, including grammar, punctuation and spelling. Prepares, sorts and files documents and materials. Attends to a variety of office administrative details such as mail distribution, records maintenance and document duplication. Assists with special projects, studies, reports and research. Performs other duties as assigned.

Typical Qualifications

Knowledge of: Basic organization and function of public agencies, including the role of an elected City Council; codes, regulations, policies, technical processes and procedures related to the department to which assigned; standard office administrative and clerical practices and procedures, including the use of standard office equipment; computer applications related to the work, including word processing, database and spreadsheet applications; records management principles and practices; business arithmetic and basic statistical techniques.

Skill in: Providing varied and responsible office administrative work requiring the use of independent judgment, tact and discretion; responding to and effectively prioritizing multiple phone calls, walk-up traffic and other requests/interruptions; organizing own work, coordinating projects, setting priorities, meeting critical deadlines and following-up on assignments with a minimum of direction; research techniques, analysis and data collection; making accurate arithmetic and basic statistical calculations.

Education and Experience: This opportunity is open to students currently enrolled in high school or college.

License: Must possess a valid California Class C Driver License and have a satisfactory driving record.

Malibu City Hall • 23825 Stuart Ranch Road • Malibu CA • 90265 • Phone: (310) 456-2489 • Fax: (310) 456-3356

