

Summer Intern Position

Elk County Assessment Office

In the Assessment office, we identify and assess all properties in Elk County using fair and equitable standards. Property files reflect the most current owners of record, their mailing addresses and updated information on their property record cards.

There are two positions available for the 2017 summer.

For this summer position, student(s) will be responsible for the following duties:

- Answering the phone and taking messages.
- Updating the files, property cards, etc.
- Daily typing and computer entry.
- Excellent written and verbal skills; working with the public daily.
- Perform all other duties as assigned by authorized personnel.

Veterans Affairs - Intern Comprehensive Duties and Responsibilities

The Summer Job Program benefits our office by updating information that needs to be backed up. There is approx 60 years worth of information that needs to be entered into our database for backup purposes. Having students help with this frees us up to do our day-to-day tasks.

This summer our student updated all of our burials in our VIMS database. Not all information has been updated, as the program is not that old. All information from previous claims before the software was purchased still has to be input. This is an ongoing project that preserves our veterans history.

Other pertinent duties are:

Files all forms and correspondence in veterans' folders, makes copies of outgoing mail.

Enters veterans' personal and military information into computer, enters relevant communication log information into veterans' computer record.

Enters deceased veterans' service and burial information into records book, sends request for Presidential Memorial Certificate for veterans' next-of-kin.

Files and catalogs deceased veterans files, to be stored at record storage.

SUMMER INTERN POSITION

ELK COUNTY RECYCLING/SOLID WASTE OFFICE

Elk County Community Recycling Center:

- Assist residents in unloading recyclables from vehicles
- Sort recyclable materials
- Help staff and volunteers with routine upkeep
- Help with planned expansion at center building

Electronics/lamp and battery program:

- Assist with electronics collections
- Assist with proper packaging of fluorescent lamps
- Assist with identification and proper packaging of batteries
- Assist with reconfiguring electronics recycling center

Both programs operate collections on the third Saturday of each month from 9 a.m. to 1 p.m.

Other duties may include office work, educational programs, patrolling with solid waste enforcement officer, and assisting with Conservation District-related activities.

**PHEAA JOB DESCRIPTION—
PROTHONOTARY/CLERK OF COURTS**

1. Deposit daily banking
2. Pick up daily mail at post office
3. File (non-confidential) paper work
4. Typing when required
5. Make copies and send fax messages
6. Organize/Label files drawers
7. Perform all other duties as assigned by authorized
personnel.

PHEAA Student / Records Storage:

Student will be assisting the Records Storage Coordinator in the ongoing process of organizing, maintaining, and retaining all areas and items that make up the Elk County Records Storage Department. She/he should be highly organized, analytical, and able to complete tasks independently as needed as well as work as a team player.

Other job requirements are as follows:

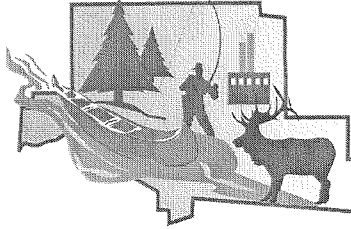
- Student must possess a combination of business/administrative proficiencies as well as willingness/ ability to endure some physical labor.
- Knowledgeable with Microsoft Office Suite – particularly Microsoft Access.
- Excellent written and verbal communication skills. (Worker can expect to be communicating with a number of offices within the courthouse and annex)
- Tolerance to conditions found in a typical basement/storage area setting (i.e. dust, mold, etc.)
- Ability to lift up to 30lbs is desired, but not necessary.

Elk County Sheriff's Office

W. TODD CALTAGARONE
SHERIFF

THOMAS K. FULLEM
CHIEF DEPUTY SHERIFF

JEFFREY DUBOIS
SOLICITOR



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www.co.elk.pa.us/sheriff

Purpose: To establish guidelines for work and task assignments for summer PHEAA students. General Definition: A staff member in this class is completing credit work necessary for graduation from a college or university. His/her involvement will deal primarily with observing and learning the various functions, structures and systems as they relate to the role of the Sheriff's Office in the Judicial and Criminal Justice system. As he/she progresses those duties may include participating in various police assignments while under the supervision of a Sheriff's Deputy.

The summer PHEAA student must understand that he/she will observe and be exposed to a variety of sensitive issues as they relate to the duties of the Sheriff's Office and personal trust. Confidentiality is an absolute requirement while serving mankind, safeguarding lives and protecting the innocent. Whatever is viewed or observed of a confidential nature while serving in the capacity of a PHEAA student, shall be kept secret unless revelation is necessary in the performance of an official duty.

The PHEAA student shall recognize the opportunity that has been provided to him/her, and accept the position as a public trust to be held true to the ethics of public service.

Summer PHEAA workers shall perform the duties of the office under the direct supervision of the Sheriff, his deputies, or other designees;

said duties shall include filing documents, running errands, placing phone calls, call intakes, general clerking;

said PHEAA student may participate in the transport of prisoners when in the opinion of the Sheriff the risk is low;

he/she may be called upon to operate patrol vehicles (provided he/she possesses a valid driver's license) for the purpose of assisting with limited movement or placement of those vehicles as required, but not active patrol, transport or pursuit functions;

said assigned tasks, functions, and duties is not an exhaustive list. The Sheriff or his designee(s) may assign additional duties as the needs of the office require.

PHEAA DESCRIPTION

COMMISSIONERS

1. Helping in the organization and scanning of files for storage
2. Receptionist duties – answer phone, take messages, greet public, etc.
3. Distribution and posting of mail.
4. Inventory update
5. Assist Coordinator with County Storage Records
7. Typing when required
8. Assist in other departments when needed
9. Voucher invoices
10. Perform all other duties as assigned by authorized personnel