



CITY OF SEATTLE

Work Study Legislative City Council Intern

SALARY:	\$15.73 - \$19.28 Hourly
LOCATION:	City Hall, 600 4th Ave., Seattle, Washington
JOB TYPE:	College Intern
SHIFT:	Day
DEPARTMENT:	Legislative Department
BARGAINING UNIT:	Not represented
CLOSING DATE	08/16/16 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Legislative Department City Council is seeking an undergraduate or graduate work study eligible intern to perform administrative duties that support City Council members offices, such as preparing committee notebooks, file management (both physical and electronic files), preparing the Council members scheduling folder, answering phones and directing calls to appropriate parties, and assisting on administrative projects as needed. The position requires someone who is naturally detail-oriented and organized, and who can multi-task and manage time well.

Educational Benefit to Student:

The student will learn about the City's legislative process, by assisting Council members and their Legislative Assistants with the day-to-day administrative functions of the office. The student will gain valuable work experience in an elected official's office, as well as exposure to public policy making, the budget process, and the interaction between the City's legislative and executive branches of government.

JOB RESPONSIBILITIES:

- Organizes and tracks email and other correspondence for review/response from Legislative Assistants. Answers phones and assists constituents visiting office.
- Composes routine or recurring correspondence, as instructed and reviewed by Legislative Assistants. Prepares Council Committee notebooks. May assist Legislative Assistants with research.
- Receives, opens, date stamps, and determines proper distribution of mail and other materials. Prepared outgoing mail.
- Files constituent correspondence and other office documents by subject.
- Performs other related duties or assists with special projects, as assigned by Council member or Legislative Assistants.

QUALIFICATIONS:

Minimum Qualifications:

Education: This position is only open to current undergraduate and graduate students with a Work Study Statement of Eligibility. Students must provide this letter of eligibility to work in an off-campus job in order to be considered for employment. Open to undergraduate and graduate students Vo-tech, Community College, University students preferably studying Administrative Management, Public Policy/Business Administration, or comparable field of study.

Undergraduate intern must maintain a GPA of 2.0 throughout the duration of the internship.

Graduate intern must maintain a GPA of 3.0 through the duration of the internship.

Experience:

- Possessing or being advanced toward earning a degree involving office/administrative management or public/business administration.
- Working proficiency with computers and software such as Microsoft Office (Outlook, word and Excel).
- Good phone etiquette.
- Customer service skills.
- Internet research skills.

ADDITIONAL INFORMATION:

Start/End Dates: Internship will start late September/early October, 2016 with the end date negotiable.

Schedule: Intern will work up to 19 hours week. Expected work hours is dependent on intern availability for 3-4 hours/day, Monday thru Friday. Intern may work some weekends and/or evenings.

Salary: Undergraduates will be paid \$15.73/hour. Graduates will be paid \$19.28/hour.

How to Apply: complete an online application and include the following:

- Work Study Statement of Eligibility Letter
- Unofficial transcript including current classes and GPA
- Cover letter
- Resume

Incomplete applications will not be considered.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2016-01105

<http://www.seattle.gov/jobs>
WORK STUDY LEGISLATIVE CITY COUNCIL INTERN
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Work Study Legislative City Council Intern Supplemental Questionnaire

*1. Did you attach your school's state work study authorization form to work in an off-campus job (should be called a job referral or authorization form)?

Yes

No

*2. Did you attach a copy of your unofficial college transcript, cover letter, and resume? (All are required).

Yes

No

*3. What is your current cumulative GPA?

*4. When is your anticipated/expected graduation? (month/year)

*5. I am currently enrolled as a student in the following school

Four Year College

Graduate College

Two year or Community College

Vocational Technical School

Other

* Required Question

