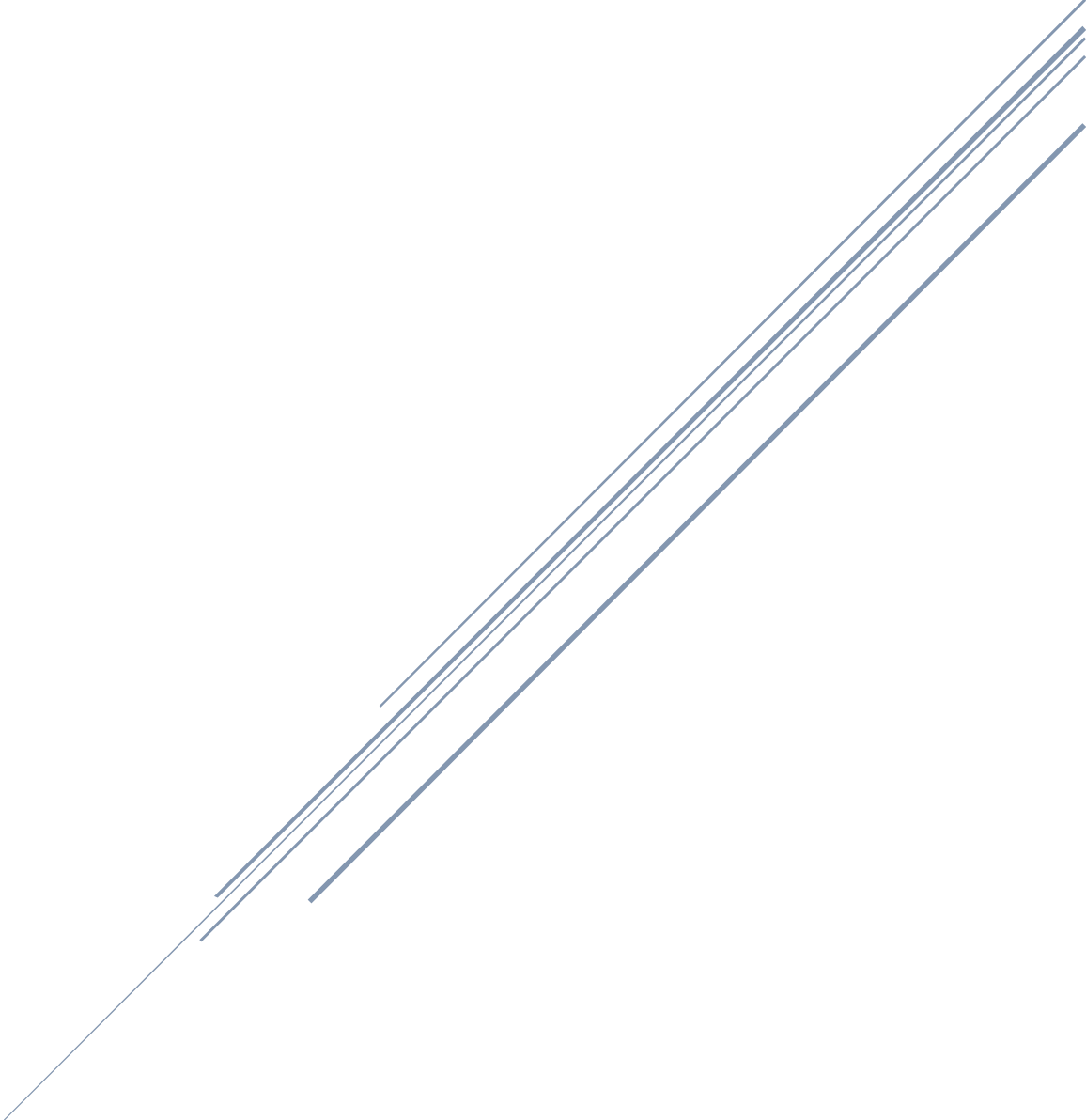


VAN BUREN CHARTER TOWNSHIP CLERKS OFFICE (VBT-CLERK)

LOCAL GOVERNMENT INTERNSHIP PROGRAM Summer 2018



(VBT-CLERK)

VBT-Clerk is a Wayne County local government department within Van Buren Charter Township positioning themselves into becoming a premier community. We are coordinating the selection, placement, training, and advising of qualified interns from local colleges enrolled in undergraduate and graduate Political Science course work.

Minimum Qualification

- 30 hours of completed college coursework (undergraduates)
- Interest in Public Administrations, Political Science and Local Government Administration
- GPA 3.0 and above
- Currently enrolled in requested majors at either colleges or universities.
- Legally eligible to work in the US
- Two personal references (with at least one reference from a faculty member in the college)
- Interns must have their own reliable transportation.

Required Material for Application completion submission guidelines

- Resume, cover letter, unofficial transcript and application must be submitted via email or via standard mail to Charter Township of Van Buren Human Resource Director, Nicole Sumpter, [46425 Tyler Road Van Buren Township, MI 48111](mailto:nsumpter@vanburen-mi.org), email: nsumpter@vanburen-mi.org

Application Deadline: Monday, April 30, 2018

Potential Start Date: Monday, June 4, 2018

Compensation: The Internship is **paid \$12 hourly without** any promise or expectation of future employment.

Leon Wright, Clerk and Joanne Montgomery, Deputy Clerk for Van Buren Township in Wayne County is offering an internship opportunity within the Clerks/Elections Department at the Township. Their hopes are that you would be able to forward this opportunity to the students in your respective programs. The Clerk's office houses the Township's Elections, Accounts Payable, Bookkeeping and records management functions and should allow interested students the opportunity to obtain hands on experience with these items. The internship will be project based, but there will be some day to day office responsibilities which they will be required to complete. Duties and projects will be based on the student's area of study and their specific interests.

The program is run by the Clerk office who are certified through the Michigan Municipal Clerks Association.

Monday March 19, 2018
Clerk's Office
Leon Wright or Joanne Montgomery
734-699-8909

1. The Clerk's Office is responsible for conducting all Elections, payroll, accounts payable, liability claims, Township records, publications, postings, board meeting agenda and packets, cemetery management, voter registration, Township annual audit, Freedom of Information requests and the annual employee wage & benefits calculations.
2. Administrative Assistant Intern
3. Clerk and Deputy Clerk
4. Election preparation and processing, Board meeting agenda's and packets, Board meeting minutes, liability claims processing, cemetery management and freedom of information Act and request processing, procedures manual updates and records retention.
5. Assist the public, answer phones, copying and filing.
6. Skills:
 - a. Ability to meet deadlines
 - b. Detail oriented
 - c. High level Accuracy
 - d. Ability to lift 50 lbs, stand, sit
 - e. Typing (Keyboard) 50 wpm
 - f. Microsoft Word- create, edit, format
 - g. Microsoft Excel-create, format, formulas, edit
 - h. Ability to create professional correspondence
 - i. PowerPoint-credit, edit and format
 - j. Customer service
 - k. Ability to multi task
 - l. Ability to set priorities and achieve deadlines
7. Start date June 4, 2018. End date December 21, 2018.
8. 20 hours minimum, 28 hours maximum
9. Monday through Friday between 8:00 a.m. and 4:00 p.m.