Public Service Intern Job Description

**Human Resources Assistant**

Department: County Clerk-Recorder

Location: 800 S. Victoria Ave., Main Plaza, Ventura, CA 93009

Description: Interns with County Clerk and Recorders department will assist our Human Resources section with the recruitment, hiring, and onboarding of Elections extra-help staff. Interns will be given the opportunity to participate in a variety of tasks to learn our hiring process and procedures.

Responsibilities:

- Assist with the preparation of new hire packets.
- Assist in reviewing completed new hire paperwork.
- Assist with new hire onboarding orientation.
- Assist with coordinating extra help staff assignments and work schedules.
- Liaison between supervisors and HR staff.
- Collect and review extra help timecards.
- Collect and review mileage claims.

Preferred Major/Qualifications:

Human Resources Major (but not required). The ideal candidate has organizational and communication skills with the ability to multi-task; Is courteous and tactful when addressing extra-help staff inquiries. Basic skills in MS Excel and MS Word.

Interns will be provided necessary training to complete assigned work.