Wedding Intern

Position Description

You are cordially invited to spend the spring interning at the Ventura County Clerk-Recorder’s office during wedding season! Interns will have the opportunity to learn about County Clerk functions as they relate to marriage licenses and wedding ceremonies among many others. Be a witness to our couples’ most special day.

Job Duties

☐ Assist with wedding ceremonies
☐ Schedule appointments
☐ Answer telephones and assist customers in person
☐ Make photocopies
☐ Assist with marriage license issuance
☐ Process mail
☐ Data Entry

Qualifications

Training to complete assigned work will be provided, but an interest or skill in the below may be helpful:

☐ Experience with Microsoft Office programs
☐ Good verbal and written communication skills
☐ Friendly and helpful attitude
☐ Data entry or typing skills