



## STUDENT EMPLOYMENT OPPORTUNITY

**Job Title:** Department of Economic Security Internship

**Rate of Pay:** \$8.50

**Begin Date:** 08/22/2011

**End Date:** 05/11/2012

**Work Site:** Department of Economic Security, 301 Pine St, Kingman

**Supervisor's Name:** Mr. David Blythe (928) 753-4333

### List specific duties performed on a regular basis.

1. Answer telephones, direct calls and take messages.
2. Compile, sort, copy and file records or office activities, business transactions and other activities as necessary.
3. Operate office machines such as photocopier, scanner, facsimile machine, voice mail system and personal computers.
4. Compute, record, and proofread data and other information, such as records or reports.
5. Maintain and update filing, inventory, mailing and other systems as necessary.
6. Review files, records and other documents to obtain information to respond to requests.
7. Research files and contact employers or job seekers via telephone to determine hire status and compile findings.
8. Understand and practice complete confidentiality with regard to client's personal data.

### List skills and qualifications needed.

1. Active listening.
2. Reading comprehension.
3. Clerical skills to include computers.
- 4.
- 5.

### List things a supervisor would like a student employee to understand about working in this department.

Using computer systems to enter data or process information. Observing, receiving and otherwise obtaining information from all relevant sources. Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Perform day-to-day administrative tasks such as maintaining information files and processing paperwork. Develop constructive and cooperative working relationships with others, and maintaining them over time. Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.