



BUILDING & SAFETY PERMIT SERVICES INTERN

Pay Range: Possible Stipend after 6 months of service
Term: 6 - 12 months, 20 hrs./wk.
Employment Type: Temporary (Extra Help/Limited Term)

DESCRIPTION

The City of Rancho Cordova's Permit Services Intern position offers students the opportunity to explore a specialized area within municipal government. The candidate in this position will learn about and assist with Building and Safety issues and administrative support functions.

The Permit Services Intern position is assigned to the Building and Safety Department. This position would be a learning opportunity which would provide exposure to the permit and plan review process in our Building and Safety Program.

TYPICAL ASSIGNMENTS

Responsibilities may include:

- Assist with Records research;
- Schedule inspection appointments;
- Special projects including review, editing and preparation of forms, documents and brochures that assist with customer education;
- Intranet Development;
- File and scan documents;
- Answering multi-line phones to respond to customer inquiries and transfer calls as appropriate.

Interns have the opportunity to attend staff administrative and community meetings, as well as City Council meetings.

MINIMUM QUALIFICATIONS

Any combination of education and/or experience that would assist in successfully performing the duties described in the job description. Enrollment in coursework related to Building Inspection Technology is desirable and/or completion of 12 semester units in general education, business-administrative assistant, or a related area of study.

KNOWLEDGE AND ABILITIES

Knowledge of: Research methods and data techniques including statistical methods, English usage, grammar and punctuation, report writing techniques, internet research tools, and proficiency in Microsoft Office (i.e. Outlook, Word, Excel and PowerPoint).

Ability to: Conduct responsible research and analysis, compile data into comprehensible oral and written material, follow oral and written instructions, maintain attention to detail, and interact tactfully with City staff and the public during course of the assignment.

APPLICATION AND SELECTION PROCESS

Submit a resume and letter of interest to:

City of Rancho Cordova – Human Resources Department
Attn: Diana Rodriguez
2729 Prospect Park Drive, Rancho Cordova, CA 95670
drosdriguez@cityofranhocordova.org