



County of Monterey Internship Program

County Administrative Office, Human Resources Division

168 W. Alisal St., Third Floor, Salinas, CA 93901

Phone: (831) 796-3375 Fax: (831) 796-8564

intern@co.monterey.ca.us ~ ~ www.co.monterey.ca.us/intern



Internships are valuable ways to gain work experience, school credit, enhance resumes, and explore careers. Recruitment may close at any time, so apply today!

INTERNSHIP BULLETIN June 2, 2011

ACCOUNTING INTERNS (*Various County Departments-Salinas, CA*) Gain work experience in a professional environment with accounting projects including record keeping, auditing, account balancing, reports, data entry, and other accounting related assignments. Great resume builder. 10-15 hours per week, flexible schedule. Unpaid internship.

CLERICAL PROJECT INTERN (*County Supervisor Salinas' Office, Salinas, CA*) Gain valuable work experience in a professional office setting using Excel and MS Word. Tasks include; data entry, customer service on the telephone, scanning, copying, filing, and other general office organization tasks. Flexible p/t schedule. Unpaid internship.

CUSTODY OPERATIONS INTERN (*Sheriff's Office, Salinas, CA*) Perfect opportunity to gain career exposure working alongside deputies. Provide administrative support for Inmate Services, tasks vary. Interns do not have direct contact with inmates. Flexible schedule, 10+ hrs per week. Must be enrolled in a related college major and able to pass a background investigation. Unpaid internship.

OFFICE ASSISTANT INTERN (*Health Dept., Salinas, CA*) Gain work experience with clerical skills with an emphasis on education and training. Duties include; attending meetings, development of special projects (Fiesta of Hope, Wellness Conference, and Mental Health Fair), assist to coordinate trainings, meetings and luncheons, prepare reports, file, scan, and copy as needed. Flexible p/t schedule. Unpaid internship.

ENVIRONMENTAL HEALTH INTERNS (*Health Dept., Salinas, CA*) Gain valuable work experience in the County Safe Drinking Water Program by collecting water samples to provide test results with appropriate follow-up action. Visit well construction sites and other programs in Environmental Health including on-site wastewater disposal, restaurants, solid waste, and hazardous materials. Flexible p/t schedule. Unpaid internship.

ERGONOMICS ASSISTANT INTERN (*County Administration, Salinas, CA*) Gain work experience in the field of Office Ergonomics; Assist Ergonomics Manager with preparing Ergonomic Training materials including set up of handouts; Assist with Ergonomics Equipment Loaner Program, provide general clerical tasks for program operation. Training in ergonomics provided, strong organizational skills, enrolled in related major or interest in ergonomics. Flexible p/t schedule. Unpaid internship.

HEALTH INFORMATION INTERN (*Natividad Medical Center, Salinas, CA*) Gain work experience with medical records management. Chart retrieval-process: Chart requests; Prioritize requests; Pull records for review; and Monitor return of medical records. Chart Storage: Maintain permanent files; Purge permanent medical records, and routine file management.chart assembly-Collect medical records, Assemble medical records, and attach loose sheets. Internship will give exposure to the health records management field. Flexible p/t schedule. Unpaid internship.

HUMAN RESOURCES ADMINISTRATIVE INTERN (*Human Resources, Health Dept.*) Internship is designed to provide a valuable shadowing opportunity with the HR Director for work exposure to a wide variety of HR functions. Intern will assist in supporting development of human resources policies and procedures in County government, assist with recruitment process, provide research and analysis, drafting disciplinary action policy, and more. Flexible hours and schedule. Unpaid internship.

LAW CLERK AND LEGAL ASSISTANT INTERNS (*Public Defender's Office, Salinas*) Assist lawyers with trial preparation, processing files, interviewing clients, legal research, law and motion, and trial presentation. Must be enrolled in a related college major, possess a good attitude, and willingness to learn. 16 hours per week minimum for 1-2 semesters. Submit application with cover letter. Unpaid Internship.



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LEARNING & ORGANIZATIONAL DEVELOPMENT INTERNS (Human Resources Training Division, Salinas, CA)

- Design and create a catalog of courses offered by Learning and Organizational Development for reimbursement from South Bay Regional Training Consortium. Type 40 WPM, graphics, computer literate.
- Update New Managers Orientation training by adding interactive activities, Q&A, quizzes, electronic handouts. Use of interactive software, interest in curriculum development required.
- Develop customer service on-line training module, interview subject matter experts for content and create on-line training from start to finish using Lectora electronic software (training provided). Information Technology and/or Education majors preferred.
- General Website Updates: Transfer the marketing strategies from hardcopy to website, enter courses into system and provide creativity for communicating marketing strategies electronically.
- Marketing Resource Development: Design brochures for variety of trainings; enterprise marketing ideas; Create Prezi electronic presentations; Provide curriculum design for 3 different employee trainings.
- Writing Academy: Develop with internal department staff the components of a customized Writing Academy in partnership with Hartnell College; Interview subject matter experts to determine writing needs for customizing the academy; Attend agency meetings to align systems in order to leverage resources between department and agencies.

MANAGEMENT ANALYST INTERN (Behavioral Health Division of Health Dept, Salinas)

Gain valuable experience with analysis in education and training area. Assist to develop special projects with policy development, webpage enhancement, and database creation. Assist in coordinating summer and field placement internships and other projects as assigned. Strong communication and customer service skills, proficient with MS Office, detail oriented. 15-20 hrs/wk, flexible schedule. Unpaid internship.

PROBATION INTERNS (Probation Department, Salinas, CA) Gain valuable work experience under the supervision of Monterey County Probation Officers for school credit or career exploration. Background Investigation required. Contact program office for Probation application. 10-15 hrs/wk. Unpaid Internship.

RESEARCH INTERN (Behavioral Health Division of the Health Department, Salinas, CA)

Conduct research and analysis of key elements of health reform legislation with a particular emphasis on provisions affecting individuals with mental health. Coordinate and facilitate meetings, prepare reports on emerging regulations and requirements. Grant research and proposals and other duties as assigned. Intern must have strong research skills, computer skills to organize and display complex statistics and other research data, able to read and understand terminology in a technical field, MS Office, and research. 15+ hrs/wk, flexible schedule. Unpaid internship.

TRANSPORTATION ENGINEERING INTERN (Public Works, Salinas, CA) Provide technical support for traffic circulation, transportation planning and County Surveyor subdivision map approval. Tasks include assistance with review of traffic impact analysis, environmental impact review, development of a new County traffic impact fee program. Transportation Planning or Highway/Traffic Engineering majors, strong written & verbal communication, knowledge of traffic impact analysis, environmental impact assessment (CEQA & NEPA), project management, and/or GIS, Subdivision Map Act. 15+ hours per week, flexible schedule. Unpaid internship.

APPLICATION INSTRUCTIONS

Submit an application and resume to the Internship Program Office by email, fax, or mail. Obtain applications from www.co.monterey.ca.us/intern or by calling the program office. Internship recruitment may close at any time and applicants will participate in a competitive selection process. If you don't see a suitable internship listed, submit an application, resume, and cover letter describing the type of internship/work experience you are interested in. We will make every effort to accommodate your request, whenever possible.