

**COMMONWEALTH OF MASSACHUSETTS
DUKES COUNTY SHERIFF'S OFFICE**

JOB DESCRIPTION

Title: Seasonal Intern
Department: Administrative; Interdepartmental
Reports to: Assistant Deputy Superintendent- Community Outreach
Classification: Non-Union Contractual
Revision: July 1, 2023

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Administrative and clerical work in support of the functioning of all Dukes County Sheriff's Office departments, including the Regional Emergency Communication Center, House of Correction, Civil Process, Human Resources, Public Relations and more; all other work as assigned. Interdepartmental supervisor shadowing and on-the-job orientation to the many functions of the Dukes County Sheriff's Office.

SUPERVISION

Works under the administrative direction of the Assistant Deputy Superintendent of Community Outreach following department rules, regulations and policies, requiring the ability to adapt to changing environments, and independently complete tasks as assigned by various Department Heads according to a prescribed time schedule.

Performs clerical assignments of a diverse nature. Executes assignments using initiative, under the direction and guidance from other departmental staff, as needed.

JOB ENVIRONMENT

Work is performed under typical office conditions with minimal fieldwork, with exposure to some occupational risks. May be assigned rotating shifts in various departments and buildings in proximity to stressful situations. Some engagements may occur away from the office, as necessary by the Public Relations department shadowing component of the position.

Operates computers, shredders, calculators, copier, telephone and other standard office equipment. Operates a motor vehicle.

Makes frequent contacts with employees, and some interactions with the general public, municipal departments and officials, outside agencies, and other governmental organizations; communication is by means of telephone, personal discussion, and physical and electronic correspondence.

Errors could result in significant confusion and damage to reputation of the agency.

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ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Reports to assigned internship supervisor for assignment to rotating department supervisors and ongoing supervision. May be assigned other administrative tasks as needed.

Rotate between departments as assigned by internship supervisor. Report directly to assigned department supervisors for orientation and shadowing. Department shadowing experience may include but is not limited to observation of department functioning, equipment, employees, and more.

Assists assigned department supervisor in day to day clerical tasks in support of the functioning of given department. Tasks may include but are not limited to filing, data entry, general office maintenance, creating or editing tracking sheets, creation or maintenance of operational handbooks, and all other tasks as assigned.

Complete assigned tasks in a timely, organized, and effective manner, following direction of assigned departmental supervisor. Maintain confidentiality of sensitive materials and follow rules and regulations accordingly.

Performs any and all other related duties as required or as situation dictates.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

A high school degree or equivalent is required.

Must be must be at least 18 years of age and have no felony convictions.

Special Requirements:

A valid Massachusetts motor vehicle operator's license is preferred. A pre-employment medical exam, drug screening and satisfactory background check required.

Knowledge, Ability and Skill:

Knowledge. General knowledge of computer systems and related software applications including word processing, database input, and scanning systems. Practical experience with Microsoft Office and Google Docs preferred.

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Ability. Must possess ability to interact in a positive and effective manner with personnel at all levels of authority. Position requires the ability to comprehend the full scope of departmental activities and policies. Ability to work effectively under time constraints to meet deadlines. Must possess the ability to maintain confidentiality.

Skill. Skill with typing and computers. Good communication and organizational skills. Skills in the operation of all the above listed equipment.

Physical Requirements:

Minimal physical effort demanded when performing functions under typical office conditions. The employee is frequently required to sit and talk or hear. Position requires the ability to operate a keyboard and a motor vehicle. Specific vision requirements include color vision, close vision, and the ability to adjust focus.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)