The City of San Mateo invites applications for the position of:

**Position:** Administrative Support Intern - Public Works Department

**Salary:** $18/hr.

**Job Type:** Internship

**Location:** Waste Water Treatment Plant, 2050 Detroit Drive, San Mateo, CA

**Duration:** Potential assignment length – 8-12 weeks

**Application:** An official City of San Mateo employment application and supplemental questionnaire is required.

**Closing Date:** Upon receipt of the first 100 applications and supplemental questionnaire or by March 31, 2017, whichever occurs first.

**THE POSITION:** Provide administrative support to the Wastewater Treatment Plant Administrative Assistant.

**MINIMUM QUALIFICATIONS:**
- High School Diploma or GED Equivalent
- Experience in office support
- Able to work independently with direction from supervisor
- Interest in learning more about a career in local government

**DUTIES:** The primary projects will most likely include the following:
- Assist the Public Works Administrative Assistants with records clean up
- Applicant will need to assist all three of the following locations, the Waste Water Treatment Plant, Corporation Yard and the Public Works City Plaza
- Assistance with destroying documents according to the City of San Mateo retention schedule
- Archive files
- Assist retrieving files for destruction
- Assist in generating document destruction forms for PW Director approval

In addition, the intern may work on a variety of other projects depending upon their time and interests.

**HOW TO APPLY:** Interested candidates should submit an official City of San Mateo employment application and supplemental questionnaire on-line on CalOpps.org by March 31, 2017, or upon 100 applications whichever occurs first.

**SUPPLEMENTAL QUESTIONNAIRE:** Please submit a cover letter discussing your interest and experience as it relates to this position.

For additional information:
contact Alesha Boyd at 650-522-7399 or by e-mail at aboyd@cityofsanmateo.org