

INTERN

CHAUTAUQUA COUNTY OFFICE OF THE PUBLIC DEFENDER

STARTING WAGE: \$16.00

The Chautauqua County Office of the Public Defender is seeking applications to fill three (3) temporary (up to six (6) months) Intern positions within the Mayville (2 positions) and Jamestown (1 position) offices. These positions are full-time at 40 hours per week. Starting wage is \$16.00/hour. There are no benefits associated with these temporary positions.

As an Intern, under general supervision, responsibility will include performing a wide variety of duties designed to provide the Public Defender's Office with some extra help and to give the employee some worthwhile experience in government. A prospective incumbent will demonstrate the ability to write accurately, clearly and concisely. Will understand and carry out oral and written instructions with neatness and tact. Will demonstrate the ability to get along well with others. Does related work as required.

Typical Work Activities:

- Works with the individual Department on special projects and reports;
- Prepares findings and recommendations on the reports;
- Learns the over-all operation of the department and its governmental role;
- Attends meetings, conducts interviews and does research in gathering necessary data.

Positions will be filled by approved applications received.