INTERN

CHAUTAUQUA COUNTY DISTRICT ATTORNEY'S OFFICE

STARTING WAGE: $16.00

The Chautauqua County District Attorney's Office is seeking applications to fill two (2) temporary (up to six (6) months) Intern positions within the Mayville 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 District Attorney'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.