



**Office Intern
Churchill County District Attorney's Office
And
New River Township Justice Court**

The District Attorney's Office and the Justice Court are seeking an intern with a professional appearance and attitude to work part-time, Monday through Friday, up to 19 hours per week, \$8.25 per hour. Primary duties will be assisting with general office duties, scanning documents, typing and filing. Dependable transportation also required for running errands. Work hours would be based on student schedule.

For an application: Churchill County District Attorney's Office – 165 N. Ada Street or online at www.churchillcounty.org/hr/application.

Position will remain open until filled.

Title: Student Intern

Prepared: 02/09/04

Updated: 06/20/13

Summary: Under general supervision, performs a broad range of staff support and/or clerical activities.

Essential Job Functions: *May include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Deliver and pick up legal documents.
- Make copies for staff personnel.
- Prepare and maintain adequate supply of file folders.
- Close files and file in storage.
- Organize storage areas.
- Scan files; purge criminal files.
- Clean conference room and law library.
- Maintain kitchen cleanliness.
- Prepare drink list and stock refrigerator.
- Update letter log index.
- Conduct daily, monthly and yearly inventories.

Minimum Qualifications:

- Knowledge of modern office equipment.
- Knowledge of filing systems.
- Knowledge of grammar, punctuation and spelling.
- Knowledge of basic mathematics.
- Knowledge of operating a computer and software applications.
- Skill in establishing and maintaining effective working relationship with supervisors and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Maintain a Nevada driver's license.
- Have a clean driving record.
- Maintain current registration and insurance.
- Have reliable transportation.

Education:

- Be a high school or college student.

Environmental Factors and Conditions/ Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.

Equipment and Tools Utilized:

- Special equipment includes computerized and conventional office equipment (including heavy usage of a scanner), calculator, laminator and motorized vehicle.