

Citronelle High School

Mobile County Public School System

Summer Internship Job Description

Summer 2025

Organization: City of Creola

Location: 9615 Old Hwy 43

Position: Office Clerk

Division: City Hall

Compensation: \$9/hour

Number of Openings: 1

Start Date: -----

Duration: ----

Time Requirements: 20 hours per week

Preferred Pathway: Business Pathway with extensive experience in Excel

Desired GPA: 2.5

Job Description:

- Answering and directing calls, taking messages.
- Sorting and distributing the daily mail.
- Using office equipment to check emails, send faxes, make copies.
- Sorting, filing, and maintaining filing systems for efficient recordkeeping and easy retrieval.
- Maintaining inventory on office supplies.

Qualifications:

Excellent written and spoken communication skills; organized, student of the Business Academy, experience in Microsoft Excel