Citronelle High School

Mobile County Public School System Summer Internship Job Description Summer 2022

Organization: City of Creola Location: 9615 Old Hwy 43

Position: Clerical Division: City Hall

Compensation: $9/hour Number of Openings: 1

Start Date: ----- Duration: ----

Time Requirements: 24-30 hours per week

Preferred Pathway: Any 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