**CITY OF SCRANTON**

**OFICE OF CITY COUNCIL/CITY CLERK INTERNSHIP**

**Internship Function:**

The internship within the Office of Scranton City Council/City Clerk will provide direct access to the function of the legislative body of the City. You will have the opportunity to work closely with the City Clerk, his/her staff and with the Councilpersons and their Solicitor; as well as interaction with City Administrative offices and the general public. The intern will be under the general supervision of the City Clerk and his/her Executive Assistant. The intern will produce a 2-3 page “Memo” by the end of the internship that addresses one of three issues: 1) City-University collaboration; 2) Student-specific concerns or ideas; or 3) Addresses a City problem/opportunity.

**Potential Duties and Responsibilities:**

Assist in the preparation of Agenda materials for weekly City Council meetings.

One evening is required for Council meetings.

**Essential Job Functions:**

* Maintains confidential dialogue within the Office and with the City Clerk;
* Fields and documents incoming citizens requests, via in-person, telephone or mail, particularly confidential matters to determine proper course of action to be followed to be sure accurate information is provided to City Clerk/Council;
* Responsible for the timely posting and distribution of the weekly Agenda;
* Prepare for weekly Council meeting;

\*Note:University of Scranton Political Science students completing the internship for credit will also be required to complete a field journal and final paper in consultation with the Department of Political Science.

**Experience, Knowledge, Skills, and Abilities:**

* Ability to accurately deal with difficult and sensitive situations;
* Capable of working under stringent deadlines;
* Excellent communication skills and accuracy in documenting messages;
* Proficient computer skills in Word and Excel;
* Knowledge of office practices, procedures and applications;
* Student Government, History, and/or Political Science coursework

**Hours:**

This internship would approximately be 8-10 hours per week. There is flexibility on specific days and time, within the Monday – Friday, 8:00 a.m. - 4:30 p.m. workweek; however, attendance at a weekly Council meeting would be required (5:00 p.m. – 8:30 p.m.) and counts toward the internship hours.

\*\*Note – for the 2020 calendar year, Scranton City Council meets weekly on Tuesdays; with the exception of all legal holidays. The Council recesses for the month of August.