Public Service Intern Job Announcement

Hourly Salary Range $8.25 - $13.50

The Washoe County Community Services Department is currently recruiting to fill one Public Service Intern vacancy within Engineering and Capital Projects. The job will focus on helping with new development review in the public works and utility groups.

**MINIMUM QUALIFICATIONS**

Enrollment in an accredited college or university in pursuit of a Bachelor's Degree is required. Course work, prior or current, must include a minimum of 3 units pertinent to the operations of the hiring department.

**LICENSE OR CERTIFICATE**

- A valid driver’s license may be required at the time of appointment.

**IDEAL CANDIDATE**

- Works well in a team and has excellent communication and collaborative skills,
- Has exceptional organizational skills,
- Is proficient with Microsoft Office products and the ability to learn to use other computer programs as may be necessary,
- Has the ability to collect, organize and analyze data and information,
- Is a self-starter and can manage their time wisely.

**CONDITIONS OF EMPLOYMENT**

- Background checks will be conducted on selected applicants through the State of Nevada and the Federal Bureau of Investigation (FBI).
- Per the Washoe County Background and Reference Checks Policy, new and rehired employees are required to submit to a fingerprint based background investigation. The $36.25 fee associated with this background investigation will be paid by the employee (if applicable) and be deducted automatically from the first paycheck. Employment is contingent upon the results of the background check, although a record of conviction will not necessarily bar an applicant from employment.
- This is not a classified position and is not covered by a collective bargaining unit.
- Intermittent hourly employees are exempt employees. “Intermittent hourly employee” means a person who is not employed on a fixed schedule and works on an “on-call” basis. Please be advised that upon appointment an Intermittent Hourly employee cannot work a regularly scheduled work schedule and must work less than 1040 hours in any fiscal year. Intermittent Hourly employees are “at will” employees and serve at the pleasure of the appointing authority.
- Retired PERS (Public Employees’ Retirement System of Nevada) employees are responsible for contacting PERS to make sure that they do not go over the assigned PERS earnings limit for a fiscal year in order to retain retirement benefits. PERS phone number is 775/687-4200 to check for yearly updates.

Interested students should e-mail a short cover letter and one (1) page resume to Timothy Simpson at tsimpson@washoecounty.us. Resumes will be accepted until March 29, 2019.