



Mobile County Public Schools



LeFlore High School of Law, Arts & Health Services

Summer Internship

Title:	General Clerk	Location:	Mobile, AL
Department:	Varies	Compensation:	Unpaid
Duration:	June 5, 2017 - June 30, 2017	Number of Vacancies:	1
Time Requirements:	Part Time		

JOB DUTIES

THE DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Performs General clerical activities in support of the assigned department to achieve departmental and corporate goals.

Under the general supervision of the Team Leader or Manager of the assigned area. Incumbents are responsible for one regularly scheduled shift, and may be subject to hours over 40/week and callback as required.

- Operates various office machinery, such as a fax or copier, and performs routine clerical tasks such as filing and records maintenance.
- Performs Receptionist duties, as necessary, including answering and routing calls to appropriate parties.
- May perform data entry on mainframe or PC-based spreadsheets and compile routine reports. May perform word processing.
- Performs clerical tasks of moderate complexity requiring simple analysis and use of individual judgment.

QUALIFICATIONS

- Basic knowledge of office procedures, medical terminology and keyboarding.
- Must be able to demonstrate reading and oral communication skills.
- Must be a rising senior in the **Health Science Academy**.

PAY SCHEDULE

This is an **UNPAID** internship position.