

Student Intern I

Pay Range: \$7.87 – \$10.87 per hour, DOE

Hours: Up to 20 hours per week. Working hours will be M-F between the hours of 8 AM and 5 PM. Days of week and hours negotiable. Currently prefer M, W & F afternoons.

Payroll Title: Student Intern I

Department/Division: Fire/Administration

Employment Status: Student Intern

Closing Date: Open until filled

Position Summary

Provide general office and reception support for Fire Administration as directed. Works under close supervision.

Primary Responsibilities

May perform a variety of clerical functions as needed to accomplish work including:

- Answering telephone;
- Filing; scanning information for archiving;
- Data entry; Posting and or logging information to manual or automated records;
- Photocopying, collating and assembling documents;
- Typing and distributing notes from meetings;
- Assist with special projects and basic research.

Qualifications

- 1 year previous work experience;
- Experience using the PC, including work processing and spreadsheet software;
- Excellent verbal, written, and interpersonal communication skills;
- Ability to understand and follow directions and complete projects within specified timeframes;
- Ability to establish and maintain effective working relationships with employees at all levels and the general public;
- Ability to accurately handle detailed tasks.

Physical Demands

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach

with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

- The employee may be required to push, pull, lift, and/or carry up to 10 pounds.
- The noise level in the work environment is usually moderately quiet.

Definition of a Student Intern

- Must be enrolled in a bona fide education program. Full time employees taking evening classes, those enrolled in one course, or those going to school periodically are not considered student interns.
- During the school year must be scheduled to work 20 hours or fewer per week.
- During special situations (i.e. specific internship programs through school) or during school breaks, can be scheduled to work more than 20 hours, up to full time, if appropriate.
- Must be terminated as a student intern when no longer associated with an education program.
- At-will for the duration of the student intern status.

How To Apply

Application may be downloaded from the Temporary Jobs page, or picked up at the Service First Desk located on the main floor of City Hall: 450 – 110th Ave NE, Bellevue, WA 98004, M-F 8am-5pm

Send completed applications with resume, if desired to:

City of Bellevue
Fire Department
Attn: Stacie Martyn
P. O. Box 90012.
Bellevue, WA 98009