

OPPORTUNITY #1021-1: YOLO COUNTY LEGISLATIVE INTERN

Under supervision and in a training capacity, incumbents in this internship assist the Manager of Intergovernmental Affairs with administrative services; receive supervised work experience in a specific professional vocation; and to do other related duties as required.

This internship is designed to assist students enrolled in a college curriculum by providing an opportunity for them to become familiar with the practical application of courses being studied. It provides a means whereby students can acquire a first hand knowledge of County Government.

The following duties are typical of those performed by incumbents in this internship and duties will vary according to assignment:

- Drafts letters of support and opposition for state and federal legislation;
- Researches legislation and recommends county position;
- Helps pursue county priorities for road, flood control, emergency communications and other county services in the state Legislature and the U.S. Congress;
- Identifies grant opportunities and works with county departments to explore interest in grants;
- Provides research assistance and requests for information;
- Assists in basic statistical research;
- Prepares and writes reports;
- Assists with grant applications;
- Responds to inquiries as directed;
- Attends community meetings as directed;
- Administrative work as necessary.

Satisfactory upper division or graduate standing as defined by the college or university from which the candidate is referred; enrollment in a college or university curriculum leading to a bachelor's or advanced degree in a course of study appropriate for the duties assigned. Student must meet eligibility requirements for the Work Study Program with the participating college/university.

The successful intern will have knowledge in the following areas: knowledge of the legislative process and procedures (desirable); modern office methods and practices including electronic communication, filing systems, reception and telephone techniques; correct English usage, spelling, grammar; and excellent reading, analysis, research and writing skills.

The successful intern will demonstrate ability in the following areas: ability to analyze legislation and determine impact; follow administrative and technical procedures and instructions; prepare effective reports and make recommendations on assigned matters under study; establish and maintain effective working relationships as made necessary by assignments; use computer and related peripheral equipment; and apply course work in the specific career field to assigned duties.

To apply for this exciting internship opportunity, please visit www.destinationyolo.org. You may also contact Cindy Tuttle for specific questions about the internship description at 530-666-8061.