

County of Alameda Project SEARCH Internship Site List

Updated December 5, 2014

The Assessor's Office: Assessment Roll

Maintenance of up to date books allows for the department analysts to quickly retrieve needed documents.

Essential Functions:

- Bend, grasp, carry for building books
- Understanding of 6 digit numerical order
- Typing on type writer

Tasks:

- Numerical filing
- Process deed books
- Interfiling deeds in preexisting books
- Match up documents by official public record number

The Assessor's Office: Business Personal Property

Filing documents into files in numerical order. Numbers are 9 digits and may have slight differences between the numbers. Numbers are broken up with dashes and spaces. Numbers may come in different formats.

Essential Functions:

- Grasp, carry documents and files
- Understanding of 9 digit numerical order
- Manipulating documents and envelopes

Tasks:

- Filing
- Opening mail
- Sorting mail
- Filing in existing files

Sheriff's Office: Civil Unit

Intern is responsible for keeping files in order and processes writ returns.

Essential Functions:

- Reading Comprehension
- Judgment Skills
- Lifting 20 lbs
- Multitasking

Tasks:

- Numerical Filing (color distinction)
- Data Entry
- Computer Use

Sheriff's Office Worker's Comp/Payroll Unit

Intern is essential to scanning worker's compensation documents, this helps the office to run smoothly and allows analysts to access documents quickly and in conversion to e-files; it is essential the documents are scanned accurately, in a timely manner and indexed accurately.

Essential Functions:

- Reading Comprehension
- Time Management
- Computer Skills
- Communication with supervisors
- Multitasking

Tasks:

- Alphabetical, chronological filing
- Scanning
- Quality Control
- Photo copying and collating
- Document retrieval

Sheriff's Office- Finance Unit

Essential Functions:

- Reading Comprehension
- Time Management
- Computer Skills
- Communication with supervisors
- Multitasking

Tasks:

- Alphabetical, chronological filing
- Scanning
- Quality Control
- Photo copying and collating
- Document retrieval
- File organization and maintenance of financial documents by duty station

Auditor- Controller/ Clerk-Recorder- Scanning Unit

Intern is responsible for organizing and prepping the documents for scanning, in most instances, intern is able to complete this task without requiring another employee to assist. This is highly beneficial to the team as a whole, as the scanners rely on the intern to work accurately and efficiently.

Essential Functions:

- Dexterity
- Attention to detail
- Reading comprehension
- Multi-tasking/time management

Tasks:

- Numerical filing
- Quality Control
- Retrieving and prepping documents for scanning

Auditor-Controller/ Clerk-Recorder- Indexing

Intern is responsible for indexing work. The public relies on the records to be accurate, if the information is entered correctly; the verification step can be done more quickly, which helps the unit save time and resources.

Essential Functions:

- Reading comprehension
- Judgment Skills
- Computer use
- Time management

Tasks:

- Index Official Public Records
- Index Vital records
- Find essential information on documents and enter data into fields
- Verify the work of others

Auditor-Controller/ Clerk-Recorder- Central Collections

Intern has sole responsibility for filing collection documents; intern is essential to accurate filing which can save time when collectors need information. This has a wider scope of public service in that the people served are citizens of Alameda County.

Essential Functions:

- Ability to file
- Lifting 20lbs.
- Dexterity
- Confidentiality
- communication

Tasks:

- Alphabetical, numerical, Chronological filing
- Stuffing Mail
- Sorting/delivering mail
- Data Entry
- Retrieving phone messages

Auditor-Controller/ Clerk-Recorder- Copy and Distribution Services (Mailroom)

Intern has the opportunity to learn all functions of the mailroom, given the skills and motivation. The intern is responsible for timely mail recording and delivery.

Essential Functions:

- Computer Use
- Judgment skills
- Lifting
- Dexterity
- Time management

Tasks:

- Data Entry
- Open/sort/deliver/pick-up mail
- Process returned mail
- Numerical filing
- Quality Control

Auditor-Controller/ Clerk-Recorder- Recorder's Office

Intern performs duties for an inventory project of official public records.

Essential Functions:

- Computer Use
- Judgment skills
- Organization

Tasks:

- Data Entry
- Count marriage certificates on the microfiche
- Rename map documents in Adobe according to location information
- Numerical filing
- Quality Control
- Transcription

County Administrator's Office

Intern assists with administrative support, intern has been responsible for various tasks as assigned by members of the County Administrator's Office. Some notable projects include: data entry into the STARS system, Affirmative Action binder collating, copying and compiling, assist with Alameda County Disability Employment Awareness Conference.

Essential Functions:

- Judgment skills
- Reading comprehension
- Dexterity
- Ability to multi-task
- Confidentiality

Tasks:

- Alpha/numerical filing
- Sort/deliver/pick-up mail
- Data Entry
- Inventory check
- Copying/Collating
- Filing
- Other duties as assigned

General Services Agency (GSA)- Finance Unit

Intern scans financial documents to digitize and clean up the records. Intern, with the approval of the mentor determines the naming convention of the miscellaneous documents scanned.

Essential Functions:

- Judgment
- Typing
- Basic computer skills
- Working with co-workers

Tasks:

- Scanning miscellaneous Financial documents
- File organization and maintenance
- Saving according to document type and date

General Services Agency (GSA)- Human Resources

Intern is responsible for digitizing documents and indexing for easy retrieval in the future, the goal is to scan all GSA personnel documents. The first Intern helped to write the scanning manual, as the individual was the first one to work on this project.

Essential Functions:

- Excellent Judgment skills
- Reading comprehension
- Problem solving skills
- Confidentiality

Tasks:

- Scanning miscellaneous Personnel Documents
- File organization and maintenance
- Complex indexing of many varied documents

General Services Agency- Motor Vehicle Division

Intern will assist in general clerical duties to assist in keeping records of vehicle activity.

Essential functions:

- Judgment skills
- Reading comprehension
- Data entry skills
- Alphabetical, numerical filing

Tasks:

- Entering vehicle slips into database
- Filing vehicle slips
- Scanning
- Other duties as assigned

District Attorney's Office

Intern will perform various clerical duties to assist the office.

Essential Functions:

- Confidentiality
- Alphabetical filing

Tasks:

- Copying
- Jury questionnaires and police report copies
- Shredding of confidential documents
- Alphabetize payroll slips
- Put payroll slips in date order

Public Defender

Intern will scan and perform quality control on scanned closed files.

Essential Functions:

- Confidentiality
- Judgment/ problem solving
- Communication skills

Tasks:

- Scanning closed files
- Quality control

Treasurer/ Tax-Collector: Differed Compensation Unit

Intern will scan Deferred Compensation and personnel documents.

Essential Functions:

- Excellent Judgment skills
- Reading comprehension
- Problem solving skills
- Confidentiality

Tasks:

- Scanning miscellaneous Personnel Documents
- File organization and maintenance
- Complex indexing of many varied documents
- Mail opening/ sorting