



Jefferson County Commission

Internship Job Description and Job Announcement Material

Job Title: Summer 2026 Intern – Jefferson County

Close Date: March 8, 2026

SUMMARY AND JOB DESCRIPTION:

Internship Title: Board of Equalization Intern

Overview:

The Board of Equalization is seeking motivated **undergraduate and graduate students** interested in **Business, Public Administration, or related fields** to join our internship program. This internship provides hands-on experience supporting key departmental projects while developing valuable administrative and technical skills in a professional government environment.

Key Responsibilities

- Assist with the department's **Digitization Project**, including scanning and organizing files.
- Support the maintenance and updating of the department's **Internal Tax software** and related records.
- Help manage and organize filing systems in accordance with **State and departmental standards**.
- Perform data entry and computerized inventory maintenance tasks with accuracy and efficiency.

Qualifications

- Current college students pursuing studies in **Business, Public Administration, or a similar field**.
- Basic computer skills and familiarity with Microsoft Office or similar software.
- Strong attention to detail and ability to work independently or as part of a team.

Benefits

- Knowledge of government filing and recordkeeping standards.
- Skills in computerized inventory maintenance and data management.
- Strengthened **attention to detail, time management**, and organizational abilities.

Compensation

- Undergraduate: \$17.90 Hourly
- Graduate: \$23.87 Hourly

Note:

These positions are part time in nature and not to exceed 32 hours per week and not benefit eligible.