

Klamath County Developmental Disabilities Services

Office Assistant-Summer Intern



Klamath County Developmental Disabilities Services (KCCDS) provides support for children and adults with intellectual and developmental disabilities. We are the point of access to services and support for people in Klamath County. Participation in the program is voluntary. Our community is stronger when the diversity of all its members is supported.

Our Mission: It is the mission of KCCDS to help people with developmental disabilities of all ages to achieve well-being through opportunities for community living, employment, individual supports and services that promote independence, choice and dignity.

Internship Summary:

Our intern will perform a wide variety of tasks. These may include the reception desk, photocopy support, computer based and hardcopy filing, special projects, and other general office functions.

Primary responsibilities:

Perform numerous clerical, organizational, and office support tasks. Intern **MUST** be comfortable with scanning, completing paperless projects, and use of office equipment. An ideal candidate will be an organized and detail-oriented high school student.

Areas of business learning opportunities:

- Spreadsheets, office tracking systems
- Governmental policies and procedures
- Customer Service

Desired Skills/Qualifications:

- Excellent people skills
- Excellent interpersonal skills
- Ability to work quickly and efficiently
- Work well with others
- Typing and word processing skills
- Everyday office skills
- Organization
- Dependable
- Detail-oriented
- Fast learner

Expected hours:

- 25-30 hours/week

Student can expect:

- Be prepared to learn!
- Increased skills in multiple areas of office systems and management
- Gained experience working as a member of a team