



# City of Coatesville Internship

## Job Specifics

|                       |                        |                             |                |
|-----------------------|------------------------|-----------------------------|----------------|
| <b>Employer:</b>      | City of Coatesville    | <b>Dept:</b>                | Administration |
| <b>Title:</b>         | Intern                 | <b>Union Affiliation:</b>   | n/a            |
| <b>Reports To:</b>    | Assistant City Manager | <b>FLSA Classification:</b> | Non-exempt     |
| <b>Salary:</b>        | \$15 per hour          | <b>Benefits:</b>            | n/a            |
| <b>Revision Date:</b> | March 30, 2026         | <b>Schedule:</b>            | TBD            |

## Position Background

The Intern provides administrative and clerical support to either the **Finance Department** or the **Codes Department**, gaining hands-on experience in municipal operations. This position supports daily office functions through data entry, customer service, document processing, and general administrative assistance while developing professional workplace skills. Intern assignments will align with the selected department focus.

## Essential Duties & Responsibilities

### Common Responsibilities (Both Departments):

- Assist with data entry, filing, copying, scanning, and record maintenance
- Provide customer service to residents and staff in person and by phone
- Assist with processing applications, forms, or departmental documents
- Use standard office equipment and Microsoft Office applications (Word, Excel, Outlook)
- Maintain professionalism and confidentiality when handling sensitive information
- Perform other related duties as assigned

### Finance Department Focus:

- Assist with organizing financial records and reports
- Support data entry related to invoices, payments, or budget materials
- Help maintain spreadsheets and databases
- Provide clerical support to Finance staff

### Codes Department Focus:

- Assist with permit and application processing
- Support customer inquiries related to codes and inspections
- Help maintain records, files, and databases
- Provide clerical support to Codes staff

## Minimum Qualifications

- Currently enrolled in or recent graduate of a high school, college, or vocational program (preferred)
- Interest in public administration, finance, accounting, business, or related fields
- Ability to work independently and as part of a team

- Knowledge of office administrative procedures, knowledgeable of the use of standard office equipment
- High level of interpersonal skills to handle sensitive and confidential issues. Position requires tact and diplomacy

## **Competencies**

- Basic understanding of office administrative procedures
- Familiarity with Microsoft Office applications
- Strong customer service orientation
- Ability to communicate effectively verbally and in writing
- High level of tact, diplomacy, and professionalism
- Ability to maintain confidentiality

## **Physical Requirements**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following: frequent sitting for extended periods of time, twisting, reaching above the shoulder, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Occasional kneeling, bending, stooping and squatting may be required of this position. Must be able to communicate and be understood clearly. May be required to lift objects or supplies weighing up to 25 pounds.

## **Disclaimer**

Please note: Management reserves the right to add, modify, change or rescind work assignments as needed.

The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.