

Location: Lamar County  
County: Lamar  
Department: Administration  
Contact: Carlette Davidson  
Phone Number: (770) 358-5146

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**Summary Description:**

Lamar County currently has a Summer Internship Position available. The Lamar County Board of Commissioners Intern will assist with the creation of a Records Retention Policy for the Lamar County Board of Commissioners. In this position, the he or she will gain a better understanding of Record Retention as it pertains to County Government. He or She will learn how to take the skills he or she may have acquired in school related courses and apply them in a professional setting. He or she will have access to permanent (historical) and confidential records and must abide by the policies of the county.

**General Duties and Responsibilities:**

- Graduate or undergraduate degree program with an interest and aptitude to work in Government.
- Excellent communication and written skills
- Strong organizational and analytical skills and attention to detail
- Trustworthy, Ethical, Dependable, Reliable, and Responsible
- Ability to work independently as well as collaboratively
- Enthusiastic, positive attitude and team player
- Proficiency (Word, Excel, PowerPoint)
- Acute attention to detail, exceptional organizational skills

**Other Requirements**

Must be currently enrolled in an undergraduate or graduate degree program or be a recent college graduate.

Must be a minimum of 18 years of age and possess a valid Georgia Driver's License.

Must be willing to take a drug test and allow a criminal background check.

- **To apply for this position**, fill out and save the [County Application Form](#) to your computer, then submit to the County Supervisor listed above by email.

Date Posted: 4/24/2018

Deadline to Apply 5/15/2018

Start Date: Varies. Contact County

Duration: Summer 2018

Hours Per Week: Varies. Contact County

Salary: \$12/hr.