



*Fayette*  
COUNTY

“WHERE QUALITY  
IS A LIFESTYLE”

140 STONEWALL AVENUE WEST, STE 100  
FAYETTEVILLE, GEORGIA 30214  
PHONE: 770-305-5200  
www.fayettecountyga.gov

**Contact:** Tameca P. White, County Clerk  
**Phone:** 770-305-5103  
**Email:** [twhite@fayettecountyga.gov](mailto:twhite@fayettecountyga.gov)

**FOR IMMEDIATE RELEASE:**

**Fayette County 2017 Summer Internship Program**  
Rising Juniors and Seniors

Fayette County Government, April 28, 2017-- The Fayette County Board of Commissioners understands the value of investing in our community's youth. The 2017 Summer Internship Program is designed to help meet educational and career planning goals. It will enhance classroom learning through practical career-related work experience; provide hands-on experience on how government works, and challenge students to contribute to the community. The internship program is for an unpaid internship position.

We are focused on promoting relevant on the job experience to develop future professionals who will have increased understanding of what skills and knowledge are needed in the workplace. With guided supervision, students will be encouraged to think of creative ways to contribute to the community through various projects. It is our goal to help make their work experience valuable to their continued learning and to prepare them on the journey to success.

**What you should know...**

This internship is open to rising high school juniors and seniors who reside in Fayette County. Prospective interns must have parental consent to participate and a letter of recommendation from a school official (administrator, counselor, or teacher) would be helpful.

The 2017 summer internship has positions available in the following areas:

<b>County Clerk's Office</b>	Records Management Intern
<b>Animal Control</b>	Kennel Technician Intern
<b>Library</b>	Library Intern
<b>Extension Office</b>	Horticulture Intern
<b>Water System</b>	Administrative Support Intern
<b>Road Department</b>	Sign Shop Technician Intern

**How to apply...**

Students interested in an internship can visit [www.fayettecountyga.gov](http://www.fayettecountyga.gov) for an application. All applications must be submitted by the deadline to Marlena Edwards, Deputy County Clerk at [medwards@fayettecountyga.gov](mailto:medwards@fayettecountyga.gov) or at 140 Stonewall Avenue, West, Suite 100, Fayetteville, Georgia 30214 to be considered.

## **Application deadline and Internship Schedule**

Application Deadline: June 9, 2017

Approval Notification: No later than June 23, 2017

Internship Period: July 10, 2017 through August 4, 2017

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## **CLERK'S OFFICE**

**Position:** Records Management Intern

**Hours requested to work per week:** 8

**Days requested to work per week:** 3

**Hours:** 8:00 a.m. – 5:00 p.m.; Tuesday, Wednesday and Thursday

**Job description:** It is the desire of this office to use more technology to enhance the records management process. This desire cannot be met until the current system has been addressed. The intern for this position would allow the clerk's office to move forward with the plans to bring the current records into compliance and begin a new technology based system that would be researched and recommended by the intern for the county. The duties and responsibilities are areas we are prepared to offer training to the intern that is selected.

Function/Purpose: Performs records management duties for the County Clerk's office.

### **Duties and Responsibilities**

- a. Organize, scan, index and classify active and inactive paper and/or electronic documents and data for the operational files, administrative files, archived files and record retention.
- b. Maintain records management systems and verifies that they are accurate and current by reviewing each document, and classifying each document, maintaining the record file for each system and inserting documents into the appropriate record.
- c. Create and maintain a database of records inventory and retention in compliance with the Georgia Records Act.
- d. Maintain a variety of records for the county office in various formats for the purpose document retention, retrieval storage and destruction of records according to departmental records retention schedules.
- e. Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information regarding records management processes and procedures.
- f. Perform administrative duties as it relates to the department to include but not limited to, meet and serve the general public, commissioners, consultants, contractors, etc., answer the telephone, investigate and answer inquiries, forward calls to the proper departments, receive and convey messages, set appointments and prepare meeting room for meetings.

**Intern will report to:** Marlena Edwards, Deputy Clerk

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## **ANIMAL CONTROL**

**Position:** Kennel Technician

**Hours requested to work per week:** 12

**Days requested to work per week:** 3

**Hours:** 8 am-12 pm, Monday, Wednesday, and Friday

**Job Description:** This position is an entry level kennel position for someone who loves working with animals. Duties include: basic cleaning and sanitizing of a kennel area to create a comfortable, healthy environment for homeless animals, walking and exercising dogs and puppies, grooming and socializing cats and kittens, providing basic medical care such as cleaning wounds, applying ointments and eye drops, and administering vaccines, greeting the public and talking to them about responsible pet ownership and showing adoptable animals. Creative ideas such as taking photos of adoptable animals and creating fund raising projects or food drives are encouraged.

**Students will learn:** To care for animals in a shelter situation, to work with the public in working with adoptions of shelter animals, and other job related task associated with Animal Control and Animal Welfare.

**Intern will report to:** Director of the Kennel Supervisor

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## **LIBRARY**

**Position:** Library Intern

**Hours requested to work per week:** 8-20

**Days requested to work per week:** Monday - Saturday

**Job description:** Clerical and computer support

**Student will learn:** General library skills and customer service

**Intern will report to:** Librarians and Sharon Campbell

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## **FAYETTE COOPERATIVE EXTENSION**

**Position:** Horticulture Intern

**Hours requested to work per week:** 12

**Days requested to work per week:** 3

**Hours:** 8 am-12 pm, Monday, Wednesday, and Friday (although days and times are flexible)

**Job Description:** This position is an opportunity to explore career opportunities in horticulture, agriculture, natural resources, and youth development. Duties would include helping at educational programs for adults and youth including: making copies, taking photos, assisting instructors with

program delivery, and having the opportunity to teach a program. The intern will also be assisting the office by learning how to identify insects, diseases, ornamental plants, and assisting with clients as they come in. There will be additional educational opportunities at our outdoor horticultural projects throughout the summer.

**Intern will report to:** Kim Toal (Extension Coordinator) or Candace Goldbeck (Extension Educator)

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## **WATER SYSTEM**

**Position:** Administrative Support

**Hours requested to work per week:** 15-20

**Days requested to work per week:** 2-3 Days/times are flexible

**Job description:** This position will be responsible for supporting the administrative staff with daily tasks.

### **MAJOR DUTIES:**

#### **Assist Community Service Worker Program (CSW)**

- Contact Community Service Workers and provide location assignment
- Produce CSW reports in Excel documenting CSW hours worked
- File and organize CSW records

#### **Assist with Coordination of Water Guardian Program**

- Send notification of event to past participants
- Document and respond to participant requests
- Verify and replenish associated inventory
- Coordinate delivery/pick-up of inventory needed for event

#### **Assist with GIS Mapping**

- Pull existing subdivision plans
- Draw data into GIS mapping
- File plans after completion

#### **Assist Clerical and Receptionist duties**

- Computer data entry
- File Water System records
- Improve filing system of training records, customer correspondence, monthly reports, work orders
- Document inventory of supplies
- Other special projects

**What student will learn:** administrative support techniques, office etiquette, great customer service, community outreach programs.

**Intern will report to:** Carrie Gibby; Business & Technical Services Manager

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## **ROAD DEPARTMENT**

**Position:** Sign Shop Technician

**Hours requested to work per week:** 20

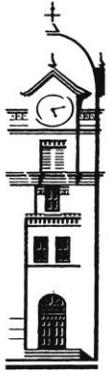
**Days requested to work per week:** 3

**Hours:** 8:00 am to 3:00 pm, Days of the week are flexible.

**Job Description:** This position is an entry level Road Department position for someone interested in the fabrication, maintenance and installation of roadway signage. Job Duties includes: operates sign design computer software and the sign press, repairs existing road signs, installs new roadway signage, installs raised pavement markers and thermoplastic pavement markings.

**Students will learn to:** Understand the principles and practices of road sign installation learn how the Federal guidelines are applied through the Manual of Uniform Traffic Control Devices and learn how to design signs with sign layout software.

**Work Environment:** Work is split between indoor and outside



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**Program Goals:** Presenting opportunities to students to enhance classroom learning through job skills and understand working relationships.

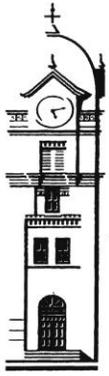
**Enrollment Criteria:**

1. Student and parents must consent to the student devoting the time necessary to complete assigned tasks.
2. Student must have reliable transportation to county facilities.
3. Student has no history of misbehavior or suspensions from school for any reason.
4. Student must submit completed internship application to Fayette County Deputy Clerk.
5. Any exceptions to the above criteria may be allowed at the discretion of the County.

**Process:**

1. Student submits Internship Application to Deputy Clerk.
2. Student submits two letters of reference.
3. Student must submit one (1) page essay on topic provided.
4. Student must be willing to follow up on assignments and be open to new ideas and suggestions.
5. Students must be committed to completing the internship in its entirety.
6. Student must not be related to the employer.
7. Student is required to complete and sign Internship Agreement with signatures of parent and school administrator.
8. Student will attend an orientation prior to assignment.

9. Student must attend at least one Board of Commission meeting. Meetings are held every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 7:00 p.m. at 140 Stonewall Avenue, West, Fayetteville, Georgia 30214 in the Public Meeting Room.
10. Upon completion of internship, employer will complete a student evaluation form and submit hours worked.
11. Student will be mailed an evaluation form to be submitted by returned mailed to the employer.



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## INTERNSHIP PROGRAM APPLICATION

***Please submit applications by: June 9, 2017***

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Parents/Guardian: Mother \_\_\_\_\_ Father \_\_\_\_\_

Student's School \_\_\_\_\_

Program Completed or Enrolled In \_\_\_\_\_ Expected Graduation \_\_\_\_\_

Other Related Courses/Programs Completed \_\_\_\_\_

\_\_\_\_\_

Work Experience/Community Involvement \_\_\_\_\_

\_\_\_\_\_

Current Skills *(include software programs you actively use)* \_\_\_\_\_

\_\_\_\_\_

Distinctions, Honors, Awards and Other Recognition of Achievements *(include dates)*

\_\_\_\_\_

\_\_\_\_\_

Student's Interests and Career Goals \_\_\_\_\_

\_\_\_\_\_

Do you require any special accommodations? (please explain) Yes \_\_\_ No \_\_\_\_\_

\_\_\_\_\_

Emergency Contact Information:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Do you have reliable transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work July 10, 2017 through August 4, 2017? Yes \_\_\_\_\_ No \_\_\_\_\_

Required Attachments:

- Internship Essay- one page essay, answering the following question. ***Why do you want to intern with the County and how would an internship benefit both yourself and the County?***
- Proof of attendance, good behavior, and letter of recommendation from School Administrator

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Students DO NOT write below this line.**

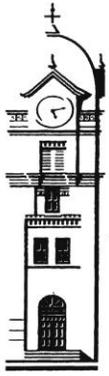
To be completed by a School Administrator.

Student's Status: Junior Senior

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Number \_\_\_\_\_

Fayette County shall not discriminate against any student on the basis of race, color, national origin, sex, religion, marital status, parental status, or disability.



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## REFERENCES

Please list individuals familiar with your capabilities. Do NOT list relatives.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Profession \_\_\_\_\_ Years Acquainted \_\_\_\_\_

Phone Number \_\_\_\_\_ Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

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Name \_\_\_\_\_ Relationship \_\_\_\_\_

Profession \_\_\_\_\_ Years Acquainted \_\_\_\_\_

Phone Number \_\_\_\_\_ Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

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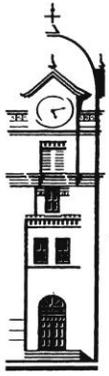
Name \_\_\_\_\_ Relationship \_\_\_\_\_

Profession \_\_\_\_\_ Years Acquainted \_\_\_\_\_

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## INTERNSHIP AGREEMENT FORM

### Student Applicant

The purpose of this program is to assist \_\_\_\_\_, a student enrolled at \_\_\_\_\_ school in gaining hands-on experience available by working with adult supervision in a governmental work environment. I agree to the following:

1. I am at least 16 years of age.
2. I have my parent's or guardian's approval if I am under 16 years of age.
3. I am a full-time student.
4. I am committed to completing the internship in its entirety.
5. I understand that student interns are expected to dress similar to what is required by other employees at the worksite.
6. I may discontinue the internship relationship at any time for any reason not prohibited by law.
7. I understand there is no guarantee of continuous employment.
8. I understand that as an intern, I am not a company employee.
9. I understand that this is an unpaid internship program and I will not receive a salary, wages, or other compensation.
10. I understand that during the internship I may come across confidential business information. By accepting this internship offer, I acknowledge that I must adhere to the County's confidentiality policy.
11. I understand that upon conclusion of the internship, I must return all company-owned property, equipment, and documents, including electronic mail or other information.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian of Student Applicant

I have read the above Internship Agreement, and have discussed it with my child. I realize that an adult, appointed by Fayette County, will supervise my child during the internship period. I have a clear understanding of the program objectives and I am willing to support my child's participation. **Because my child is not an employee of Fayette County, I understand that Fayette County is not liable for any injuries that he/she may sustain while completing the internship.** I further understand that it is my child's responsibility to inform me of any changes in the requirements or the work schedule made after my signature. By signing this agreement, I agree with the content in its entirety.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_