



## Village of Tinley Park - Employment Opportunity

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

# SUMMER INTERN – Clerk's Office

Posting Date: March 1, 2018

Closing Date: Until Filled

The Village of Tinley Park (population of approximately 57,000) seeks 2 Summer Interns to assist in transparency projects as determined by the Village Clerk, as well as assistant the Deputy Clerk with Records Management projects and Clerk's Office Staff with customer service during the busy Vehicle Sticker season. Interns must be currently enrolled as full time students in college or university. This position reports directly to the Village Clerk, Deputy Village Clerk or designee.

### Minimum Qualifications:

- Full-time student currently enrolled in college or university pursuing a Bachelor's or Master's degree in public administration, governmental administration, public policy analysis, and/or information technology preferred;
- Must successfully complete any and all pre-employment testing, as directed;
- Must successfully complete in-house training, as directed;
- Must possess a current valid motor vehicle operator's license.

**Hourly Pay Rate:** \$11.93 - \$16.93 based on years of completion of college pursuant to Village Ordinance.

**Application Process:** Please submit your resume, cover letter and Village of Tinley Park Application for Employment obtained at [www.tinleypark.org](http://www.tinleypark.org) or in person. Submissions must be postmarked, e-mailed or received in the Village Hall as soon as possible.

**Mail to:** Human Resources, Village of Tinley Park, 16250 South Oak Park Avenue, Tinley Park, IL 60477.

**Email to:** [humanresources@tinleypark.org](mailto:humanresources@tinleypark.org)