

Department of Consumer Affairs, Weights and Measures, Trades Licensing and Registration Intern

Role and Responsibilities:

- Filing
- Basic computer skills
- Typing Skills
- Data Entry

Qualifications and Education Requirements:

Must be enrolled in High School or College at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

Any background

Preferred Skills:

- Knowledge of Word, Access and Excel
- Ability to alphabetize

Department: Consumer Affairs, Weights & Measures,
Trades Licensing & Registration

Location: Donald B. Smith Governmental Campus
110 Old Route 6
Carmel, NY 10512

Hourly Rate:	High School Student	\$10
	College Student	\$11
	Graduate Student	\$12

Schedule: 28 hours/week for 8 weeks