

# County Executive's Office Intern

## Role and Responsibilities:

- Answer phones
- Corresponding with departments
- Press releases
- Filing
- Research

## Qualifications and Education Requirements:

Must be enrolled in College or Graduate school at the time of application.

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

English, Government, Political Science

## Preferred Skills:

- Strong writing skills
- Communication skills

**Department:** County Executive's Office

**Location:** County Office Building  
40 Gleneida Ave.  
Carmel, NY 10512

<b>Hourly Rate:</b>	High School Student	\$10
	College Student	\$11
	Graduate Student	\$12

**Schedule:** 28 hours/week for 8 weeks



PUTNAM COUNTY

**PIL**



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**PUTNAM INVESTS  
IN LEADERS OF  
TOMORROW**

12/2023