

Office of the County Legislature Intern

Role and Responsibilities:

- Assist Office Staff
- Attend Legislative meetings
- Filing, copying & scanning documents

Qualifications and Education Requirements:

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

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

Law, Political Science, Government

Preferred Skills:

- Good organizational skills
- Computer and typing skills
- Communication skills
- Confidentiality

Department: Office of the County Legislature

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

Hourly Rate:	High School Student	\$12
	College Student	\$13
	Graduate Student	\$14

Schedule: Limited hours, 6-10 hours per week for 8 weeks



PUTNAM COUNTY

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**PUTNAM INVESTS
IN LEADERS OF
TOMORROW**

10/2025