

UPPER MILFORD TOWNSHIP

Summer Intern 2017

Upper Milford Township, Lehigh County, PA is accepting applications for the position of Summer Intern. Applications shall be on the forms provided by the Township or suitable personal resume. Application forms may be obtained at the Upper Milford Township Office Building, 5671 Chestnut St., Old Zionsville, PA 18068, 8:00 A.M. – 4:00 P.M., Monday through Friday, or on the Township website <http://www.uppermilford.net>. Wage rate \$8.00 per hour, D.O.Q. Applications will be taken until 4 P.M. Wednesday, May 17, 2017.

General Description of Duties:

Under limited supervision and tutoring this intern will learn the basics of the operation of a large format scanner and other digitized formatting within the municipal office. The scanned documents will be indexed and linked into the Township's permit management software program csgpermit manager <cs-graphx.com> which is a Microsoft® access based database application. Depending on applicants willingness to learn the opportunity exists to learn the operation and the navigation in the permit manager and its companion GIS based mapping program "Parcel Map".

The intern will be expected to create a step by step set of instructions for future interns, on how to scan and properly link scans and files to databases and property records.

Although this internship primarily consists of scanning and linking documents, the applicant should have the ability to learn how to read maps and plans, interpret aerial photography as related to the proper indexing of the documents.

Time requirements:

Approximately 20 hours per week with flexible work schedule Monday through Friday between 8am-4pm. With flexible starting date and ending date according to interns schedule.

Depending on the Township's needs and the successful applicants desire and willingness to work additional hours during the week, additional hours of work may be available during weekdays based on a mutual agreement and as assigned by the employees Supervisor.

Direct Supervisor:

Township Secretary or in her absence Township Manager or other person as directed by the Township. May at times be under the direction of the Planning Coordinator.

Education / Employment:

Any combination of education and experience which indicates or demonstrates possession of the skills, knowledge, and abilities listed below.

Required Knowledge, Skills and Abilities:

1. Knowledge of safety practices and procedures.

2. Knowledge of Microsoft Office or the ability to learn.
3. Ability to learn basic operation and navigation within other software programs.
4. Ability to learn or prior knowledge of large format scanner.
5. Ability to understand and categorize numerical files
6. Ability to recognize and determine proper course of action.
7. Ability to carry out written and oral instructions.
8. Ability to walk, crouch, climb ladders and exert 35 pounds of force occasionally, or 25 to 35 pounds frequently.
9. Ability to demonstrate polite and courteous manner toward the general public.
10. Ability to maintain a neat appearance.

Sensory Requirements:

1. Most tasks require visual perception and discrimination.
2. Most tasks require oral communication ability.

Other Requirements:

1. Must possess and maintain a valid Driver's License or have dependable transportation.

Pre-Employment Drug Testing:

The Township may, at its option, require the perspective applicant to take a pre-hire employment drug test. The cost of the test will be paid by the Township.

Criminal Background Check:

Prior to employment the perspective employee must agree to provide the Township with a criminal background check through the Pennsylvania State Police. The cost for the background check will be the Township's responsibility.

Residency:

Preferred but not required.

The Township of Upper Milford is an equal opportunity employer.