



# COUNTY OF SAN LUIS OBISPO OFFICE OF THE CLERK-RECORDER

Elaina Cano - County Clerk-Recorder

## Internship Opportunity

### *County of San Luis Obispo Clerk-Recorder's Office*

**Location:** San Luis Obispo, CA

**Duration:** Summer 2024 (June – August, exact dates to be determined)  
8-10 hours/week

#### ***About the Position:***

The County of San Luis Obispo Clerk-Recorder's Office is offering a dynamic and engaging internship opportunity for a local college student for the Summer of 2024. This position will provide hands-on experience dealing with elections administration, recorded documents, and vital records, offering a unique insight into the workings of local government. The intern will have a primary role in specific projects and will also provide ongoing support to various departmental efforts. At the conclusion of the internship, the individual will have gained a broad understanding of the services provided by the Clerk-Recorder's Office as well as experience seeing at least one major project through to completion.

#### ***Key Responsibilities:***

- Under direction, develop the 2024 SLO County Clerk-Recorder's Annual Report. The development of this publication, which will be the first of its kind in the department, will include content planning; research; writing; editing; and assembly of required charts, photos, and other graphics.
- Support elections staff with preparations for the November 2024 General Election, including in the areas of community outreach and voter engagement; preparation and organization of election materials; development of and assistance with events for media and potential candidates; and other election-related tasks.
- Assist in various projects pertaining to historic records, ensuring accuracy and compliance with legal requirements while contributing to project planning, execution, and evaluation.
- Perform data entry and maintain records with a high level of accuracy and confidentiality.
- Engage in day-to-day administrative tasks, such as filing, photocopying, and other duties as assigned.

#### ***Qualifications:***

- Must be currently enrolled at Cuesta College, with a preference for majors in Political Science, Public Administration, or related fields.
- Ability to remain non-political and non-partisan.

- Strong interest in local government operations, particularly in election administration and document recording.
- Excellent verbal and written communication skills.
- Ability to work both independently and as part of a team.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Must be able to maintain confidentiality of sensitive information.
- Aptitude in graphic design helpful but not required.

***Learning Outcomes:***

- Gain comprehensive knowledge of the operations and responsibilities of the County Clerk-Recorder's Office.
- Develop practical skills in elections administration and historical document research.
- Understand the legal and regulatory framework governing elections and local government records.
- Enhance communication and organizational skills through interaction with the public and collaboration with office staff.
- Contribute to meaningful projects that support the functioning of local government.

***Compensation:***

This is a grant-funded internship opportunity, and any candidate selected will be assigned to a funding source or sources by Cuesta College staff; it is estimated that compensation will likely average approximately \$15/hour. In the event that the selected candidate is not eligible for available grant opportunities, the internship will be offered as unpaid.

***How to Apply:***

Interested candidates should submit a resume, cover letter, and a brief statement of interest (no more than 250 words) outlining why you are interested in this internship and what you hope to gain from the experience. Applications should be sent to [elections@co.slo.ca.us](mailto:elections@co.slo.ca.us) with the subject line "**Summer 2024 Clerk-Recorder Internship Application.**"

***Application Deadline: May 17, 2024***

Join us at the County of San Luis Obispo Clerk-Recorder's Office for an enriching summer internship that will offer invaluable experience and insights into the essential functions of local government. We look forward to your application!