Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

# High School Intern

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCV112** | **Human Resources** | **High School Intern** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Hourly** | **$15.55 - $20.01** | **May 26, 2026** |

The Intern will perform a wide range of activities and projects of varying levels of professional complexity within area of specialty.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Provide general administrative and/or clerical support as needed for the Department.
- Interact directly with colleagues, clientele and/or other internal or external constituencies in the resolution of day-to-day operations.
- Provide entry-level administrative or technical services in support of operating objectives of the department.
- Receive guidance, training and mentoring from more senior professional staff.
- Conduct research and prepare reports based on findings to include recommendations or alternative proposals for action.
- Participate in the design, planning and implementation of on-going or special projects designed to develop professional skills and expertise.
- Coordinate with other county departments as necessary acting as a liaison for department, media, and other departments.

- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

## MINIMUM QUALIFICATIONS

- Must be of High School age 16 – 18. May be a graduating senior.

## SUPPLEMENTAL INFORMATION

### SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

## WORKING CONDITIONS

- All essential duties are performed indoors.
- May be required to work flexible hours (weekends and nights).
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Successful program completion overseen by Intern Coordinator.
- OPEN SPACE - Essential duties may be performed indoors or outdoors in a variety of weather conditions. Works with close supervision and directions from Crew Leader and Project Coordinator.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties include telephone, photocopy machine, fax machine, computer terminal, computer printer, computer keyboard, and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

- OPEN SPACE - Equipment typically used in the performance of duties can include but are not limited to shovels, hoes, rakes, pitchforks, pruning shears, and assorted hand tools used in the care and maintenance of growing spaces. Gloves, boots, and eye protection are utilized in performance of essential duties.