

Board of Equalization

Board Member 1st District Student Intern (Unpaid)

The student intern, in a learner capacity, works in the Sacramento office of the 1st District Board Member under the direct supervision of the Member's executive staff.

Continued enrollment in college courses is required. Students from any academic major with an interest in learning more about state government are encouraged to apply. This position can range from 10 to 40 hours per week.

35% Assist in completion of monthly case workloads through research, analysis and writing to provide simplification of concepts and ideas. Complete case work in a timely and organized manner that ensures adherence to Board meeting preparation deadlines.

20% Support Board Member and executive staff. Compose taxpayer correspondence for the Board Member's or the executive staff's signature in response to written or verbal inquiries. Requires interaction with other Board of Equalization staff inside and outside the Board Member's office.

20% Screen incoming telephone calls and visitors. Sort correspondence and distribute to staff.

20% Assist staff in media and outreach efforts, including developing and maintaining lists, coalition building efforts and drafting communication.

5% Other job related duties as required.

Knowledge of:

- General concepts and principles involved in administrative and technical office duties.

Ability to:

- Learn policies and procedures related to a Board Member's office
- Reason logically
- Write clearly, concisely and effectively
- Analyze situations accurately and take appropriate action
- Review reference materials to obtain solutions
- Assist in research, review and other related activities in the office
- Operate a personal computer, photocopy machine and other electronic office equipment
- Maintain confidentiality of sensitive matters

Desirable Qualifications:

- Interest in acquiring knowledge of the organization and function of the Board of Equalization
- Interest in assisting taxpayers with tax issues and understanding their rights
- Proficiency in using a personal computer, including the use of various software packages such as Excel, Word and Outlook
- Good communication skills, both oral and written
- Willingness to adjust to changing assignments and priorities
- Ability to maintain cooperative working relationships
- Excellent punctuality and attendance

How to Apply:

Send your resume for consideration to George.Runner@boe.ca.gov