



City of Brisbane

is seeking a dynamic
City Clerk Intern

The City of Brisbane will be sponsoring a City Clerk internship this year. Our internships are project-oriented and designed to give college students a good general overview of future employment opportunities and current issues in the Public Sector. You will have the opportunity for exposure to various areas of City Administration during your internship and to network with fellow interns and participate in professional development activities in San Mateo County and/or Santa Clara County.

Projects for 2026 include:

- ★ **Records Management** – Assist in project oversight of our records management project, create innovative best practices to implement the records retention schedule and policy, and support the daily records management tasks in the City Clerk's Office.

Applicants must be college students currently enrolled in and pursuing an undergraduate or graduate degree at an accredited college or university in a related field (e.g. public administration, public policy, business, planning, library science, environmental studies, engineering, sustainability). Undergraduate candidates must have a minimum of 48 semester units or equivalent completed. Applicants should also be self-motivated, have excellent interpersonal skills, be able to use Microsoft Office software, demonstrate good research ability, and have the ability to communicate clearly both verbally and in writing.

SALARY AND HOURS: The salary range for Interns is \$20.00 per hour, 15-18 hours per week over a 12-week period. The start date is flexible depending on the student's availability.

APPLICATION PROCESS:

Candidates can submit their applications online at <http://www.calopps.org/city-of-brisbane>. Applications will be accepted until the positions are filled. Resumes will not be accepted in lieu of an application.

SELECTION PROCESS:

The applications will be screened and a limited number of applicants possessing the most relevant qualifications will be selected to participate in an oral interview. Recommendations for appointment to the positions will be based on the results of these interviews. Prior to appointment, fingerprinting for submission to the Department of Justice must be completed with favorable results.

The City of Brisbane is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies, and practices. The duties described in this announcement are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This announcement does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.