

MEDIA CONTACT: Kristine Williams
kristine.williams@cityofchicago.org
312-744-2507

City Clerk's Office Seeks College Applicants for Summer Internships

Office hiring dozens of students to support City Clerk summer programs

Chicago, Ill. (December 16, 2011) – The Chicago City Clerk's Office is currently seeking applicants for its eight week summer internship program. Students currently enrolled in an accredited college, university or law school or a technology or business schools are encouraged to apply for the internship.

"The City Clerk's Office relies on our summer interns to help implement many of our programs during our busiest time of the year. I encourage all eligible students to apply for a summer internship with my office," said City Clerk Mendoza. "The internships are rewarding and students will gain valuable work experience assisting in vital government operations, city vehicle sticker sales and other administrative duties."

City Clerk interns must be available to work 35 hours per week and some Saturdays may be required. Students must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or 3.5 on a 5.0 grading scale. Applicants who are able to speak Polish or Spanish will be given first preference. Salary is based on grade level completed at the time of application, with freshmen and sophomores earning \$9.50 per hour and college juniors, seniors and graduate students earning \$10.50 per hour.

A complete job description and application information can be found at cityofchicago.org/CAREERS under "Open Job Opportunities." Applications will only be accepted online at the City of Chicago Careers website through February 5, 2012.

Selection for employment is based on information provided on the application. Qualified applicants are placed on an employment list and names are drawn through a lottery system conducted by the Chicago Department of Human Resources.

About City Clerk Susana Mendoza

Susana Mendoza was elected Chicago City Clerk in 2011 and is the first woman ever elected to the office. City Clerk Mendoza's office is responsible for maintaining official city government records, distributing approximately 1.3 million vehicle stickers and residential parking permits, issuing city business licenses and licensing all dogs in the City of Chicago. City Clerk Mendoza is committed to improving the City Clerk's office by making it the most technologically savvy, user-friendly and efficient City Clerk office in the country. For more information about the City Clerk's office, visit www.chicityclerk.com. You can also find the City Clerk's office at www.facebook.com/chicityclerk, www.twitter.com/chicityclerk and www.youtube.com/chicityclerk.

###