EMPLOYER FORM FOR HILLEL CONNECTIONS SUMMER INTERNSHIP

**Name and Address of Company:**

City of Tarrant

1604 Pinson Valley Parkway

Tarrant, Ala. 35217

**Contact Person:** Dan Weinrib, City Clerk

**Contact Phone/Fax numbers:** w 205-849-2800 Option 5 f 205-849-2805

**Contact e-mail:**  dweinrib@cityoftarrant.com

**Company website:** cityoftarrant.com

**Brief description of the Company:** Tarrant, Alabama is a blue-collar, working class suburb of Birmingham, located north of the Shuttlesworth-Birmingham International Airport. The city incorporated in August 1918. Tarrant has its own police, fire, public works, parks & recreation, library and electric department. It has approximately 6300 residents, as of the 2010 Census.

**Name /Department of Intern Position:** Municipal Court

**College Majors Appropriate for this Position:** Political Science, Public Administration, Criminal Justice, Sociology, History, English, Psychology, or any other discipline that may lead to a career in public service or law

**Potential Job Responsibilities for Hillel Intern:** As assigned by the municipal court magistrate and/or the City Clerk, all responsibilities involve assisting the two full time court employees with organizing and managing the paperwork for all ongoing misdemeanor cases. The intern may also help the Court with reviewing old cases to determine whether they need to be retained or destroyed. Nearly all hours will be spent in an office setting, but on occasion may require visiting the storage basement.

As time permits, the intern may shadow the City Clerk and assist with related duties.

Per City Council resolution, this paid internship will last nine (9) weeks. It is a flexible 30-hour a week job.

**Desired Skills for the Intern:** Computer skills (Word, Excel, etc); Ability to listen and follow directions; Ability to remain organized while multi-tasking; Ability to communicate professionally with co-workers, supervisors and the general public

Please suggest other employers that may be interested in our program:

Please return by 2/8/19 to: hillel.connections@gmail.com