



CITY OF *Sumter*  
SOUTH CAROLINA

**VACANT POSITION**  
**Intern (Summer) – Clerk**  
**Public Services**

**Job Purpose:** Under general supervision and assisting with all aspects of departments administration including, but not limited to:

- Maintaining and organizing filing system, ensuring all documents are accurately filed and/or scanned and easily accessible.
- Answering and directing phone calls to appropriate departments or individuals, providing a professional first point of contact.
- Performing data entry tasks.
- Maintaining organized records.
- Proofreading documents for grammar, spelling, and punctuation errors.
- Performing related duties as required.
- Performing exceptional service to internal and external customers.

**Ability to:**

- Organize and prioritize multiple tasks.
- Communicate effectively, both orally and in writing.
- Work independently as well as collaboratively within a team environment.

**Minimum Qualifications**

- Must be 16 years old or older.
- Good judgement and a commitment to safety.
- Valid South Carolina driver's license or ID.

Deadline to Apply: **Open until filled**  
Apply online at [www.sumtersc.gov](http://www.sumtersc.gov) or  
mail resume with cover letter along with application to:  
City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in E-Verify. E-Verify allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration.

This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.