



COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:

## Sign Shop Graphics Undergraduate Intern

*An Equal Opportunity Employer*

### SALARY

\$13.61 - \$16.54 Hourly

**OPENING DATE:** 07/17/18

**CLOSING DATE:** Continuous

### **THE POSITION**

**The Sonoma County Regional Parks Department seeks an energetic and motivated Sign Shop Graphics Intern**

This paid internship position will afford an undergraduate student excellent hands-on, directly relevant work experience. To qualify for the position, you must currently be enrolled at an accredited college or university.

As the Sign Shop Graphics Intern, you will work within the Operations and Maintenance Division of Regional Parks to assist the Lead Sign Maker with the fabrication and layout of park signage, interpretative displays, and banners using Adobe Suite.

The ideal Intern will be a self-motivated individual, who enjoys taking initiative, learning, and being a part of a team. The individual should be detailed-oriented and have strong communication skills. Familiarity with graphic design and Adobe Suite preferred.

### **EMPLOYMENT**

Interns are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation and sick leave; participation in the County retirement program; or eligibility to take promotional examinations. Paid interns may meet the eligibility requirements (generally worked 11 consecutive pay periods with a minimum of 440 hours and are scheduled at least 40 hours per pay period) to qualify for a County contribution toward medical coverage. Dependent coverage may also be available at employee's cost. **Interns may not work in excess of 1,560 hours in a twelve month period.**

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

### **MINIMUM QUALIFICATIONS**

**Education:** Current enrollment in a full-time or part-time academic or vocational curriculum at an accredited college or university.

**Experience:** None required.

**License:** Possession of a valid driver's license at the appropriate level including necessary endorsements may be required to perform the essential functions of the position.

### **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

Applications and supplemental questionnaires will be reviewed to ensure candidates meet the minimum requirements for the position. Candidates possessing these requirements will be referred to the department for further consideration. The hiring department will contact candidates who appear to best meet the requirements and needs of the position and take further steps in making a selection for the internship.

If selected, students must show proof of student status and course of study by one of the following:

- Course registration material
- Certificate of Postgraduate Program requirements
- Internship registration
- Transcript

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

### **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

### **HOW TO APPLY**

Applications are accepted on-line at [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

**HR Analyst:** AK

**HR Technician:** RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/07-0825-INT

SIGN SHOP GRAPHICS UNDERGRADUATE INTERN

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## **Sign Shop Graphics Undergraduate Intern Supplemental Questionnaire**

\* 1. How did you first learn about this opportunity?

- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- La Voz
- Latino Service Providers
- Los Cien
- Minority Organization or Group
- Monster
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Other Internet Site
- Other Publication

\* 2. Please describe your current academic status and include the following information:

- Name of the school, college, university, or institution you attend
- Your Major, 2nd Major, Minor, and/or Concentration
- Your current program of study year/level
- Expected date of graduation/completion date
- Any degree(s) you have previously earned

\* 3. Please describe how your coursework, training, and/or experience have prepared you for this internship. Please include any coursework or experience that is related to graphic design and sign fabrication. If you do not have related coursework and/or experience, please reply "N/A."

\* 4. Please describe your experience using the Adobe Suite, and provide a description of a project you created using this software, including the purpose of the project.

\* Required Question