

INTERNSHIP REQUEST FORM

(The information given on this form will be made available to students. Please review and complete as necessary.)

Directions:

1. Click "File", "Save As" and save this file to your computer as "your dept/division name"
2. Click the gray areas in which you need to type and enter text.
3. Save the complete file.
4. Attach the completed file to an email and send to: CWagner@co.broome.ny.us

(Section 1) Requesting Department Information	
Department/Division	Office of the County Clerk
Mission Statement	Many people are unsure where to turn when they are in need of an important legal document such as a passport, a copy of a deed or mortgage, a DBA or perhaps a copy of their Great-Grandmother's petition for naturalization. These are just a few of the types of legal documents that are filed, recorded and stored at your County Clerk's Office. The Office acts as an agent for Federal, State and local government providing filing and recording services as required by the Constitution and Laws of New York State. Hundreds of customers visit our offices each day to obtain information and documentation for legal, business and personal reasons. We strive to provide these essential services in a fast, accurate and courteous manner.
Contact Person Information	Name: Sharon M. Exley Title: Executive Deputy County Clerk Email: exley@co.broome.ny.us
	Phone: 778-605-3 Fax: 778-2243
	Address: P.O. Box 2062, Binghamton, NY 13902
Send Applications Via	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail
Date Form Completed	7/7/08

(Section 2) Internship Information	
Position Name	County Clerk's Office Intern
Job/Project Description	Intern will be involved in the processing and verifying of real estate transaction, civil and criminal litigation and other records filed at the Clerk's Office. The opportunity to participate in special projects related to records management and daily office procedure may be available. The intern will learn up-to-date legal requirements, passport application procedure and other information.
Experience/Skills Desired	No prior experience is necessary. Candidates should have an interest in law, real estate or records management. Organization and

	communication skills are important.
Additional Notes	Intern will learn to develop legal filing skills, organization skills and records management skills. Intern will work with new records management technology and be given the opportunity for input on policy and procedural changes.
Time Preference	<input checked="" type="checkbox"/> Part Time <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> No Preference

(Section 3) Compensation

***Interns must be paid according to the current year's pay schedule and according to classification**

Compensation*	Unpaid
School Credit	<input checked="" type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input type="checkbox"/> No Preference

(Section 4) Internship Availability – Check All That Apply

Type of Intern Desired	<input type="checkbox"/> HS <input checked="" type="checkbox"/> College <input type="checkbox"/> Grad <input type="checkbox"/> Law
# Of Positions Available	4
Time Period	Fall