About the Internship

The Hays County Records Management Officer and Law Librarian is seeking organized and detail-oriented students to assist with Records Management projects and Law Library management. This internship role requires motivation, willingness to take on projects and impressive organizational skills in a fast-paced work environment. Interns must be able to learn procedures quickly and efficiently and complete tasks from both verbal and written direction. Interns must be able to manage time effectively and work a set schedule. Interns must be able to work independently or with groups and under deadlines.

EDUCATION REQUIREMENTS

Major in Business Management, Public Administration, Political Science, Sociology, Library Science, Records Management or a closely related field. Currently enrolled students only.

LOCATION

Most interns will work in the Hays County Government Center. However, advance notice will be provided if a special project requires working in a different San Marcos location. Other locations include the Local Health Department, Yarrington, and Courthouse.

REQUIRED KNOWLEDGE & SKILLS

- Good knowledge of proper grammar, punctuation, and spelling;
- Good knowledge of Microsoft Office;
- Specifically Word and Excel;
- Basic knowledge of modern business practices; and
- Excellent customer service skills.

Application Process

Apply by completing the application and email to melody.barron@co.hays.tx.us. A resume and cover letter must be included. There is no deadline to submit applications. Applications are accepted on a rolling basis. Internship positions are available all year long.
The Records Management department is responsible for the management of records throughout the creation, use, maintenance, storage, preservation, and disposition of the records.

The goals of Records Management are to:
- reduce costs,
- improve efficiency,
- ensure legal compliance,
- improve access,
- capture government history, and
- protect the rights of Texans.

Records Management Job Responsibilities include the following:
- project management,
- research,
- digital conversion of records,
- filing (Paper & Electronic),
- quality assurance,
- preparation of records for filing or scanning, and
- the drafting of policies and procedures.

What we do:
- Manage
- Identify
- Classify
- Prioritize
- Store
- Secure
- Archive
- Preserve
- Retrieve
- Track
- Destroy
The Law Library is a public service for residents of Hays County. The Law Library is open to the general public and attorneys. Patrons are welcome to come in to conduct their research and drafting. The Law Library is paid for through a portion of civil court costs dedicated to the operation of the Library, per Local Government Code Section 323.023.

Law Library job responsibilities include assisting with budgeting, research, updating library materials, monthly newsletters, creating handouts and pamphlets, managing daily operations, and assisting the public with research, software or using equipment.

**Law Library Hours**

The Law Library is open Monday, Tuesday, Wednesday, and Friday 8 am - 12 pm and Thursday 1 pm - 4:30 pm.

We are committed to creating a pleasant atmosphere for our patrons to conduct research and work.
Interns must complete 4 educational training courses prior to beginning projects.

- Texas State Library and Archives Commission - Introduction to Records Management (1.5-hour credit)
- HIPAA Privacy Training (3-hour credit)
- WestlawNext Patron Access Training
- Lexis Advance Patron Access Training

Interns are assigned daily tasks in the categories listed below.

- Law Library operations,
- Law Library management,
- Law Library collection development and use,
- Law Library user services,
- Law Library and Records Management budget and financial management, and
- the Records Management project responsibilities outlined below.

Interns are assigned individual Records Management projects to complete within the semester. Interns will learn and experience the various phases of project management. Intern task and responsibilities include the following:

- completing and submitting weekly project reports, reporting the quantity of work completed and task completion;
- drafting and creating documents to explain procedures and project details;
- ensuring completed work meets quality expectations, quantity quotas, and other set requirements;
- learning to use a variety of software and office equipment;
- learning to read and interpret policy and legal documentation, such as HIPAA materials, the Hays County Records Management Program, TSLAC Retention Schedules and Bulletins, Business Associate Agreements, and the Data Use Agreement; and
- applying retention and digitizing the records.
Internship Application

This form is to be completed prior to beginning an internship and/or participation in special training or volunteer programs. Any applicant who furnishes false information will be subject to immediate termination of the internship/volunteer program. Please type N/A (not applicable) if a question does not apply to you.

It is the policy of the Hays County Law Library & Records Management Office to require a criminal record check prior to accepting an intern/volunteer. Submission of this application gives Hays County your expressed consent to prepare a background check. The following information is required to assist in such an investigation and serve as a record for your internship/volunteer service. It is understood by both parties that the information contained in this application is confidential and to be used only for the purpose of placement in the internship/volunteer program.

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<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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<th>Current City, State, and Zip Code</th>
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<th>Permanent Address - City, State, Zip Code</th>
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<th>Cell Phone</th>
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<tr>
<th>Social Security Number</th>
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<th>DL State</th>
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Melody Barron  
Hays County Records Management Officer & Law Librarian  
712 South Stagecoach Trail, Suite 2026  
San Marcos, TX 78666  
512.393.7709
Have you ever been arrested or involved in any police action? If yes, please explain.

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### Education

**University:**

**Degree:**

**Major:**

**Minor:**

**Graduation Date:**

**Classification:**

**Status:**

**Honors/Awards:**

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### Availability

**Desired Semester:**

**Year:**

*Please list your availability below in the spaces provided. Please note, we are open Monday through Friday from 8am to 5pm.*

**Monday:**

**Tuesday:**

**Wednesday:**

**Thursday:**

**Friday:**

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### Internship Requirements

**Are you completing the internship for course credit?**

Yes or No?

**If the internship is for course credit, how many hours must you complete.**

**If the internship is for course credit, any additional requirements?**
### Personal Information

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<th>Answer</th>
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<td>Why are you interested in an internship in our organization?</td>
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<td>What specific experience would you like to gain through this internship?</td>
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<td>Describe your long-term career goals?</td>
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<td>Extracurricular Activities and/ or Organizations:</td>
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<td>Skills:</td>
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<td>Computer Skills/Software:</td>
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<td>What languages do you speak fluently?</td>
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Emergency Contact Information

Full Name: 
Phone: 
Email Address: 

References

Full Name: 
Relationship: 
Company: 
Phone Number: 

Full Name: 
Relationship: 
Company: 
Phone Number: 

Full Name: 
Relationship: 
Company: 
Phone Number: 

Full Name: 
Relationship: 
Company: 
Phone Number: 
Previous Employment
You may attach a resume as an alternative

Company: ___________________________

Address: __________________________

Phone Number: _____________________

Job Title: __________________________

Date From: ___________  Date To: ___________

Responsibilities: ____________________________________________

Reason For Leaving: _________________________________________
I understand there is no obligation on the part of the Hays County Records Management/County Clerk Office to accept my application for internship/volunteer program, nor to maintain the applicant if deemed unsuitable for the tasks required. I further understand that I may be temporarily suspended or permanently terminated for my service as an intern/volunteer if at any time it is established that the continuance of the internship is neither in my best interest or the Hays County Records Management/County Clerk Office. I am fully aware of and understand that it is the policy of Hays County Records Management that no Intern/Volunteer shall discuss or communicate in any form matters they may come in contact with through the course of performing their duties. I further understand that the Hays County records information and work product is to be at all times kept confidential. Should I breach this policy, I understand that my conduct will result in immediate termination and may result in criminal charges against me. I hereby affirm and declare that all the information provided in the foregoing application is true and correct within the best of my knowledge.

____________________________________________
Applicant Signature
Internship Application Process

• Submit your application electronically by emailing a copy to Melody Barron at melody.barron@co.hays.tx.us
• Include the following attachments with your application:
  o Resume
  o Cover Letter
  o Work Availability
    ▪ Include a list of dates you need to be out, leave early or arrive late during the fall semester and winter break. (include availability of finals week)
• Applicants will be required to complete a criminal background check.
• If selected for the internship position, interns must be fingerprinted in Austin or New Braunfels.

Other important Internship Information

• Interns must be available to work 20 – 28 hours per week during our business hours (Monday – Friday 8 am to 5pm)
• Intern availability must include Monday morning AND/OR Thursday afternoon.
• Intern must have a minimum 3.0 GPA
• Internship positions are available starting October 1 and available for the fall AND/OR spring semesters.
• This is a paid internship position for interns interested in gaining experience in the field.

APPLICATION DEADLINES
For a Fall 2018 start date, the deadline to apply is October 5, 2018. Applications will be reviewed as received.

The Spring 2019 application deadline is December 14, 2018.