

The City of Sutter Creek is seeking a part-time office intern to perform a variety of clerical tasks assisting customers and employees. Duties include answering questions over the phone and in person, data entry, maintaining files and records and processing utility billing. This is an unpaid position that would be great for someone looking for work experience. Please see the City's website for an application.

To apply: Please submit an application and three references to:

City of Sutter Creek/Human Resources

ATTN: Karen Darrow

18 Main Street

Sutter Creek, CA 95685.