

## The County of Alameda Project SEARCH Internship Site List

### **The Assessor's Office**

Essential Function:

- Bend, grasp, carry for building books
- Recognize numbers and number order
- Minimal Typing

Tasks:

- Numerical Filing
- \*Process deed books
- \*Interfiling deeds in preexisting books

### **The Public Defender's Office**

Essential Function:

- Bend, lift 30lb boxes
- Reading comprehension
- Judgment skills
- Computer skills

Tasks:

- Alphabetical and numerical filing
- Heavy computer use
- Phones
- Data Entry

## **Human Resource Services**

Essential Functions:

- Dexterity
- Reading comprehension
- Judgment skills
- Computer use
- Penmanship

Tasks:

- Date sorting
- Scanning
- Data Entry

## **Sheriff's Department Civil Unit**

Essential Functions:

- Reading Comprehension
- Judgment Skills
- Lifting 20 lbs
- Multitasking

Tasks:

- Numerical Filing (color distinction)
- Data Entry
- Computer Use

## **Sheriff's Department HR/Worker's Comp Unit**

Essential Functions:

- Reading Comprehension
- Time Management
- Computer Skills

Tasks:

- Alpha filing
- Scanning
- Quality Control
- Photo copying and collating

## **Scanning Unit of the Auditor-Controller/ Clerk-Recorder Agency**

Essential Functions:

- Dexterity
- Attention to detail
- Reading comprehension
- Multi-tasking/time management

Tasks:

- Numerical filing
- Quality Control
- Retrieving and prepping documents for scanning

## **Central Collections of the Auditor-Controller/ Clerk-Recorder Agency**

Essential Functions:

- Reading comprehension
- Judgment Skills
- Lifting 20lbs.
- Dexterity

Tasks:

- Alpa filing
- Stuffing Mail
- Sorting/delivering mail
- Data Entry
- Possible phones

## **Copy and Distribution Unit of the Auditor-Controller/ Clerk-Recorder Agency**

Essential Functions:

- Computer Use
- Judgment skills
- Lifting
- Dexterity

Tasks:

- Data Entry
- Open/sort/deliver/pick-up mail

- Process returned mail
- Alpha filing
- Quality Control

## **Information Desk of the Auditor-Controller/ Clerk-Recorder Agency**

Essential Functions:

- Judgement skills
- Reading comprehension
- Problem solving skills
- Frustration strategies

Tasks:

- Customer service
- File organization and maintenance

## **County Administrator Office**

Essential Functions:

- Judgment skills
- Reading comprehension
- Lifting
- Dexterity

Tasks:

- Alpha/numerical filing
- Sort/deliver/pick-up mail
- Data Entry
- Stocking inventory