



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **July 1, 2025**

Date Listing Will Close: **July 3, 2025 - 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Engineering – Part Time Summer Intern**

Location /Department: **Engineering**

Salary: **\$20.00 per hour**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description Qualifications

Experience: See Attached Job Description

E.O.E. and A.D.A.

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

JOB TITLE: Summer Intern

DEPARTMENT: Engineering

FLSA STATUS: Non-Exempt

REPORTS TO: County Engineer

POSITION CODE: 8810

MAINTENANCE REVIEW DATE: July 01, 2025

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: The work involves the orderly processing of emails and messages of routine work supporting the Engineering Department.

ESSENTIAL JOB FUNCTIONS:

1. Answer incoming calls, route calls and take detailed messages. Answer and route voice mails, respond as appropriate.
2. Distribute email, correspondence memos, letters, faxes and forms; processes incoming and outgoing mail.
3. Assist in preparing agenda items, plan reviews, and plat review packages.
4. Assist in processing purchase orders for department.
5. Provide general support for visitors.
6. Makes copies of correspondence and other printed material.
7. Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES: None.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of standard office practices and procedures.
- Considerable knowledge of hard copy and computer filing and record-keeping systems.
- Considerable knowledge of English grammar, spelling, punctuation and syntax.
- Good computer skills with proficiency in Word and Excel preferred.
- Ability to maintain confidential information.

SALARY RANGE: \$20.00 per hour / Part Time / Temporary

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles		✓
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓

Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓