



# **Internship** **Opportunities**

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## **Internship Opportunities:**

The Nassau County Clerk's Office is the clearinghouse of information for the public. As the "keeper of the record" the County Clerk is elected to protect, preserve and provide information on Nassau County records. Dating back to 1899, when the County was formed, the County Clerk's Office is divided into 3-main areas: Legal, Land Records and Licenses. We maintain court case files, land records & maps and business names, just to name a few. Additionally, we process business licenses, veteran's licenses and discharges, firefighter exemptions and [property tax] assessment petitions.

The staff of the County Clerk's Office is diverse as is the scope of work and professionals involved, ranging from clerks to legal assistants; attorneys and accountants to computer programmers and public relations professionals. For those seeking a hands- on learning experience in the field of Law, Accounting; Research; Drafting Legislation; Data processing/programming/microfilming; public relations/customer service; archival history; records management, event planning and marketing, the County Clerk's Office has it: a cornucopia of internship opportunities.

**Section/Block/Lot** - Discover how Nassau County's properties (residential/commercial/industrial) are listed and inventoried.

**Receiving:** From Passport Applications to the purchase of Index Numbers (which starts a court action), requests for Judicial Intervention and Notices of Appeal, this department offers a myriad of learning experiences.

**Legal:** As the Clerk of the Supreme and County Courts, this division receives and processes various Supreme Court documents. Additionally, it is responsible for filing transcripts of judgment from other courts as well as federal tax liens and state tax warrants. In this area, interns learn the various document types filed and recorded, research pending legislation and work with paralegals and attorneys.

**Land Records:** In this division, interns learn how deeds, mortgages, release of estate tax liens, etc. are recorded. Additionally, various taxes and fees are also collected and information is shared with the State and County. With the interest rates at an all time low, this division has seen incredible growth.

**Land Record Documents:** A great deal of research can be done here to access land records such as deeds and mortgages. Here you will find a host of title companies doing their research on our files.

**Court Records:** If you have a court case pending, chances are that at some point you will need [certified] copies of records - this is the place to go. All Supreme Court case files, including matrimonial files, are kept here. If you are doing research for a paper or writing a novel, some of Nassau County's high profile court cases can be accessed in this department. The vast majority of these case files (except for matrimonial) are available to the public. However, as these files are

original papers, the public can review and make copies of the files but they cannot be removed from the premises;

**Technology:** The County Clerk's Office has always been in the forefront of technology in government services. Specialized software applications are used to meet the needs of the office so that the public can access our database of the millions of vital county records. As technology evolves, this office is always watching for newer and better techniques to improve services and make information available to the public. Internet applications, including updating the Clerk's website, are currently under review. If technology is your field of interest, check out the learning opportunities in the Clerk's Office.

**Accounting:** The Nassau County Clerk's Office handles millions of dollars received through the various departments listed above. For students majoring in finance and government, the Clerk's Office offers learning experiences in accounting, tax laws and appropriations and financial applications.

**Public Access:** In streamlining the Office and integrating technology into the process, the County Clerk's Office provides public-access computer terminals with (free) access to the records kept. We provide outreach programs and seminars whether it pertains to new legislation or when new services are available in the Clerk's Office to improve public awareness of the services provided by this Office. For a field or a career in Public Information, you can get experience and knowledge through the Clerk's Office.

**Public Relations & Marketing:** Writing opportunities abound in this office. These opportunities include working knowledge on drafting procedures manuals, press releases and media relations, informative guides and brochures, planning events and customer service. Skills learned include writing styles and techniques, communications, task analysis, graphics & word processing, event planning, presentations and creative brainstorming.

**Records Management:** As the Record Management Officer of the County, the Clerk is charged with managing as well as preserving all County government records. These records will be stored in a Records Center that will also be available to the public. Exploring the best practice for managing active, inactive, archival and vital records is critical to this mission. Skills and knowledge relevant to the various mediums in which information is stored (i.e. microfilm, paper, electronic files, etc) can be acquired and shared.

The following records are not filed in the Nassau County Clerk's Office:

- Birth Certificates
- Marriage Certificates
- Death Certificates