

## **OFF-CAMPUS WORK STUDY POSITIONS 2006-2007**

### **WASHINGTON STATE ATTORNEY GENERAL**

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Job Title: **Administrative Intern**

Pay Rate: \$10.00-12.00/hour

Effective Dates: October 9, 2006 to June 15, 2007

Job Description:

- Respond to public inquiries regarding consumer issues by:
  - Interviewing consumer complaints by telephone and in person.
  - Evaluative jurisdiction of inquiries to determine if it is within the scope of the Consumer Protection Division or if a referral is appropriate.
  - Mediating disputes between consumers and businesses.
  - Investigating and analyzing consumer complaints as assigned to identify potential unfair and deceptive business practices.
  - Prepare reports for preliminary investigation.

Educational Benefits:

- Students complete training program on consumer issues and learn the fundamental aspects of working in a government and public service organization.
- Students receive ongoing training in specific areas of consumer law.

Minimum Qualifications:

- Ability to work 12-19 hours per week.
- Willing to make a six-month commitment.
- Must have good communication skills.
- Ability to work independently and in a team setting.
- Mature, highly-motivated individuals who enjoy working with the public.