



Brian Van Bergen  
Yamhill County Clerk

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**Memorandum**

To: Yamhill County Board of Commissioners  
From: Brian Van Bergen, Yamhill County Clerk  
CC: Laura Tschabold, Keri Hinton, Crystal Cox, Desiree Lundeen  
Date: April 28, 2017  
RE: Clerk's Office Summer Intern - 2017

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Please consider authorizing the Clerk's office to hire an intern for the summer of 2017.

Considering the significant success of our last two internships, the Yamhill County Clerk's Office would like to hire another intern in partnership with the McMinnville Economic Development Partnership's "McMinnville Works" internship program.

This intern would start employment on June 9<sup>th</sup>, 2017 and her last day with us will be August, 31<sup>st</sup>, 2017. We would pay her minimum wage (estimated total expense of less than \$6,000.00).

We propose to offer the position to recent Newberg High School student and current sophomore at Western Oregon University, Kristen Oathes. Kristen is a Mathematics Major at WOU and working toward a minor in Business and on track to earn a CPA license within the following year after achieving her initial Mathematics degree.

Her tasks are primarily outlined in the attached "Yamhill County Clerk Extra Help" job description. Specifically, much of her time will be spent converting old filmed documents to digital versions.

Her resume is also attached for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Van Bergen".

Brian Van Bergen  
Yamhill County Clerk

Accepted by Yamhill County  
Board of Commissioners on

5-4-17 by Board Order

# 17-151