

CiviGator (Public Service Fellows) Placement Descriptions

1. [Alachua County Florida Department of Health](#)
 - a. *Fellow Responsibilities:*
 - i. Working closely with community members to improve access to healthcare resources.
 - ii. Handling administrative tasks through front office and phone interactions with community members.
 - iii. Developing a personal project, which may involve:
 1. Creating informative materials like flyers and brochures about health programs.
 2. Using ACDOH data to formulate a research question.
 3. Collaborating to enhance Hepatitis C intervention programs.
2. [Alachua County Property Appraiser](#)
 - a. *Fellow Responsibilities:*
 - i. Assisting with community outreach and taxpayer resources.
 - ii. Supporting property search and comparison activities.
 - iii. Helping with administrative tasks related to exemptions, forms or tangible property data.
3. [Alachua County/County Manager Departments](#)
 - a. *Fellow Responsibilities:*
 - i. Attending staff meetings.
 - ii. Shadowing staff at outreach events and learning about each of the job functions within an organization.
 - iii. Assist with outreach and education events, in addition to administrative tasks.
4. [Clerk of Court](#)
 - a. *Fellow Responsibilities:*
 - i. Assisting with court records management and filing.
 - ii. Supporting administrative tasks related to public records, court costs and payments.
 - iii. Providing help with inquiries about jury service, marriage licenses or passports.
5. [Marion County](#)
 - a. *Fellow Responsibilities:*
 - i. Assisting with administrative and clerical tasks in various departments.
 - ii. Supporting public outreach and communication efforts, such as responding to inquiries or assisting with events.
 - iii. Conducting research or data entry related to county services, records, or property management.
6. [City of Gainesville](#)
 - a. *Fellow Responsibilities:*
 - i. Assisting with public meeting schedules, agendas or minutes.

- ii. Supporting community outreach, including events related to climate action, housing or immigration.
- iii. Helping with administrative tasks like permit applications, payments or public inquiries.