Missouri Secretary of State Internship Program

General Information

Secretary of State Jason Kander is pleased to provide Missouri college students with an opportunity to learn about Missouri government firsthand. The Missouri Secretary of State Internship program is designed to provide a unique blend of practical work experience to compliment the student's academic experience. Internships are available for academic credit or for pay if funding is available.

Opportunities within this program will allow the student to work in one of the various divisions within the office such as: Business Services, Records Services, Securities, Administrative Rules, Elections, Information Technology, Communications/Publications, Fiscal and Facilities and the State Library. This learning experience will afford the student a view of the inner workings of state government and the Office of Secretary of State. Interns will have a variety of responsibilities ranging from research, editing, data entry, document preparation as well as an opportunity to participate in some group activities highlighting the Secretary of State's functions.

Divisions

Business Services

The Business Services Division is comprised of 3 units. The Corporations Unit handles the creation and maintenance of the over 300,000 business entities doing business in Missouri. The Commissions Unit performs an array of functions including commissioning notaries public. The UCC Unit processes personal property lien filings.

Records Services

The Records Services Department of the office of the Secretary of State is responsible for managing both current and historical records of the state to ensure those records are accessible to Missouri citizens. It is also responsible for assisting local governments in records preservation and management. Three divisions make up the Records Services Department: Archives, Local Records, and Records Management.

Securities

The Secretary of State, through the Securities Division, is responsible for protecting Missouri investors from fraud and for ensuring that firms and individuals that sell securities comply with the securities laws in the state. The division enforces the Missouri Uniform Securities Act, also known as the "Blue Sky Law." The division is organized into three sections: investor education, enforcement, and registration.

Administrative Rules Division

The Administrative Rules division publishes administrative rules and regulations that are encapsulated in the **Code of State Regulations** or CSR, the **Missouri Register** and any current **Emergency Rules**.

Elections

The Elections Division of the Office of the Secretary of State is responsible for administering all statewide elections, circulating initiative petitions, and making known the rules governing elections and electronic voting systems.

State Library

The Missouri State Library promotes the development and improvement of library services throughout the state, provides direct library and information service in support of the executive and legislative branches of Missouri state government and strives to ensure all Missourians have equal access to library services.

Information Technology

The Information Technology Division of the Secretary of State's Office provides the computer and web support for the Office. They do hardware installation and maintenance as well as software and web design.

Communications/Publications

The Secretary of State through its Communications and Publications Division prepares the State of Missouri Official Manual as well as the Missouri Roster and numerous other publications for the Office. They serve as the liaison for media communications for the Secretary of State's Office.

Fiscal and Facilities Division

The Fiscal and Facilities Division provides fiscal, budget, procurement, facilities management support, and general office services to the Secretary of State's Office.