

COLLEGE INTERN
PART TIME, TEMPORARY

DEFINITION

To perform a variety of administrative, technical and general support staff duties for assigned department or division.

DISTINGUISHING CHARACTERISTICS

This is a temporary part-time, training classification in which students with current enrollment in college with course work related to the area assigned can gain experience in assisting city staff in the performance of professional administrative or technical duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level staff as assigned.

EXAMPLES OF ESSENTIAL DUTIES- Duties may include, but are not limited to, the following:

Collect, summarize and analyze information and statistics on existing programs and services.

Participate in organizational and procedural studies and the preparation of reports and manuals.

Maintain applicable records and files, as assigned.

Conduct surveys and perform research and statistical analyses regarding municipal policies, procedures and services.

Participate in the design of forms and the implementation of systems.

Perform related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Effective methods of making oral and written reports and presentations.

Research techniques, methods and procedures.

Ability to:

Communicate effectively, orally and in writing.

Work cooperatively and effectively with co-workers, other departments, outside agencies, and the general public.

Understand and apply policies, laws and rules; learn and apply pertinent federal, state and local law codes and regulations.

Exhibit proficiency in use of modern office methods and enter and revise information on computer databases; demonstrate proficiency in computer word processing; type at a speed necessary to successfully perform duties.

On a continuous basis, learn and understand all aspects of the job and department procedures; sit at desk or in meetings for long periods of time; review work papers and reports; identify and interpret technical and numerical information.

On a continuous basis, twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and operate a variety of office equipment; use personal computer.

Experience and Training:

Experience:

None required.

Training:

Equivalent to the completion the twelfth (12th) grade. Current enrollment in six or more units towards a Bachelor's or Master's degree from an accredited college or university in Public Administration, Business Administration or a field related to area of assignment.

License or Certificate: Based on the needs of the department, some positions may require possession of a valid California driver's license by date of appointment.

10-23-18

05-15-18

06-28-14 College Intern

07-04-09

11-13-08 College Intern I-III