



COLLEGE INTERN

Part-Time Temporary

Definition:

Under the supervision of a City Department Director or his/her designee, the College Intern will be given the opportunity to work on a variety of projects and receive a wide-range of experience in all areas of the department. This broad range of experience is intended to be an asset in preparing the intern for a career in public service.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Performs keyboarding, data entry, and filing.
2. Prepares a variety of moderately complex documents in draft and final form using a personal computer and word processing software.
3. Operates a variety of office equipment.
4. Provides complex clerical assistance to supported staff.
5. Assists in moderately complex research data collection and report preparation.
6. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Professional writing techniques.
- Record keeping principles and procedures.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Deal with the public in person or on the telephone.
- Understand and follow verbal and written direction.
- Plan, organize, prioritizes, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be enrollment in an undergraduate or graduate degree program in a related field to the department.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.