



## INTERN

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under direct supervision, this position receives training in a municipal government and performs a wide variety of duties involved in various fields. Job duties will vary based on position assigned and field of study.

### **Classification Characteristics:**

This is a part-time, at-will, limited term position which may be assigned to various departments of the City. The Intern works under direct supervision of an experienced employee. This position is intended to help City departments achieve their work objectives while giving on-the-job experience to current college students or recent graduates that are interested in pursuing a career in the public sector. Internships may be paraprofessional, technical or administrative in nature based on department assignment.

### **Essential Functions:**

- Perform a wide variety of administrative, project-related and department specific assignments.
- Conduct research and analysis on operational matters; prepare reports, summaries, charts and presentations related to research and analysis conducted.
- Assist in researching grants and in preparing grant applications.
- Operate a computer and standard office software.
- Process data and documents in accordance with assigned procedures.
- File documents alphabetically, chronologically and numerically.
- Respond to routine inquiries from the public.
- Maintain accurate logs and basic written records of work performed.
- Interact with co-workers at all levels of the City, other agencies and the public in a collaborative and customer service-oriented manner.

### **Qualifications:**

#### Knowledge of:

- Methods and techniques of research, analysis and report preparation.
- Modern office procedures, methods and computer equipment and applications.
- English usage, grammar, spelling, vocabulary and punctuation.
- Applicable Federal, State and local laws, codes and regulations, including administrative policies and procedures.

#### Ability to:

- Learn basic principles of municipal government.
- Understand and follow written and oral instructions.
- Organize and complete detailed assignments.
- Communicate clearly and concisely, both orally and in writing.
- Respond to inquiries and requests in a courteous manner.

- Operate a computer terminal and standard office software.
- Maintain files, logs and records of work performed; prepare appropriate reports and documentation.
- Follow proper safety rules and procedures.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

**Experience and Training:** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

No experience required; however, volunteer or paid experience would be helpful.

**Training/Education:**

Currently enrolled in an accredited college or recent college graduate.

**License or Certificate:**

- Some positions may require possession of a California Class C Driver's License.

**Working Conditions:**

Work primarily in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for customer service at the public counter and on the telephone. Vision is required for memos, letters and reports. Lift and carry up to 15 pounds.