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## INTERN

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### **DEFINITION**

Under direct supervision, participates and receives training in municipal government programs by assisting in research activities, planning events, and/or developing documents; performs technical and routine administrative work.

This position may be either full time or part-time. The part-time position is with statutory benefits only; position may work up to 28 hours per week, 999 hours per fiscal year.

### **SUPERVISION EXERCISED**

None

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

May answer inquiries from the public and staff, both in person and over the phone.

Assist in researching and analyzing administrative, fiscal and operational matters; prepare reports of findings.

Assist in data compilation, budget preparation, analysis and administration.

Assist in the preparation and revision of manuals and other administrative documents.

Assist in planning community events.

Assist in the development of educational programs and materials and written documents.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Standard office procedures, methods and computer equipment.

Research methods and techniques, statistical analysis and report and budget preparation.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Respond to questions from the public and staff.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

Junior, Senior or Graduate student in college with course work in business or public administration or related field. Some office and public contact experience.

### **LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

