



STUDENT INTERN – UNDERGRADUATE (EXTRA HELP)

DEFINITION

Under general supervision, performs administrative, technical (semi-skilled and skilled), and/or para-professional, short-term work in the assigned occupational field or in the assigned department(s)/division(s); and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned higher-level staff member and/or supervisory/management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Positions in this class perform duties and responsibilities in a learning capacity to assist in the performance of administrative, technical, and/or para-professional duties for various County departments. In addition to augmenting and supporting, rather than replacing, duties of regular employees, interns are expected to gain and enhance knowledge and practical work experience, develop skills in the assigned occupation field or in the assigned department(s)/division(s), and gain valuable public service exposure.

Internships may be used in a variety of ways, from formalized internships directly tied to a student's curriculum to less formalized internships that enhance education and career exposure without being tied directly to a curriculum requirement.

Student intern positions are considered temporary at-will, short-term, and non-continuous; no permanent appointments will be made to this class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The duties performed by this classification will vary depending on the nature of the assignment and will be defined in the duty statement for the specific internship assignment.

- Performs a wide variety of administrative, technical, and para-professional duties of the assigned department/division.
- Collects, tabulates, and/or analyzes information and data.
- Assists in routine research, investigations, and special studies or projects in support of the assigned department/division.
- Assists in preparing, reviewing, and monitoring department budgets, contracts, and fiscal documents.
- Compares and proofreads documents.
- Performs routine semi-skilled or skilled duties.
- Interviews and consults with County employees, officials, and interested persons or groups on matters related to work assignments.
- Develops presentations and charts detailing analysis of information and data.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of the specific career field applicable to the department/division assignment.
- Basic methods of preparing and processing various records, reports, forms, and other documents particular to assigned department/division or program.
- Financial recordkeeping and budget preparation.
- Business arithmetic and statistical analysis.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Apply coursework in the specific career field to assigned duties.
- Assist with research and compile a variety of information and materials.
- Make accurate arithmetic calculations.
- Organize and maintain accurate files and records.
- Follow oral and written directions.
- Assist with preparing reports and providing recommendations in the areas assigned.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand, interpret, apply and explain complex written material; including legislation, codes, ordinances, proposals, principles, policies, and procedures.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socioeconomic and cultural backgrounds.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Current full-time or part-time enrollment in an accredited college or university program leading to an associate degree, bachelor's degree, or a vocational certification.

Licenses and Certifications:

- Some positions may require the possession of a valid Driver's License and maintain a satisfactory driving record.

SPECIAL REQUIREMENTS

- Applicants under 18 years of age must secure and provide a work permit prior to the start of the internship.
- Students shall work no more than 24 hours per week during the school term, but may work full-time during school breaks. The definition of part-time or full-time enrollment is that of which is stated in the educational institution's official catalogue.
- Additional education, experience, certifications, or licenses may apply depending upon the internship assignment area.

WORKING CONDITIONS

Prior to the start of the internship, candidates must pass a background investigation, submit proof of U.S. citizenship or legal right to work, and may be required to submit proof of age.

Employment in this class is restricted to students enrolled in a college or vocational curriculum in a field appropriate to the assigned duties.

Employment in this class is temporary in nature and is designed to offer students practical learning experience. No part-time or full-time regular appointments will be made in or from this class.

If assigned to a Law and Justice Department, candidates must pass a thorough background investigation.

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