



## **STUDENT INTERN (EXTRA HELP)**

### **DEFINITION**

Under direct supervision, performs a variety of basic clerical duties, routine unskilled manual labor, general maintenance tasks, or administrative tasks to obtain training and practical work experience; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

Positions in this class perform duties and responsibilities for various County departments. In addition to augmenting and supporting, rather than replacing, duties of regular employees, interns are expected to gain and knowledge and practical work experience, develop skills, and gain public service exposure.

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.*

- Assists in performing receptionist duties, such as answering the telephone; opening, sorting, time stamping, and routing incoming mail; routine data entry; and filing in a prescribed order and format.
- Operates copy machine, fax, or other related office equipment.
- Compares and proofreads documents.
- Sorts and arranges documents.
- Performs routine unskilled manual labor duties.
- Learns to use and uses a variety of tools and equipment in order to perform various routine and maintenance duties.
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Basic arithmetic.
- 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:**

- Perform routine tasks for specific projects to which assigned.
- Follow simple oral and written directions.
- Work cooperatively with others.
- Make accurate basic arithmetic calculations.
- Organize and maintain accurate files and records.
- 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.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socioeconomic and cultural backgrounds.

**Education and Experience:**

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

Enrolled in an accredited high school academic or vocational curriculum;

OR

Within one (1) year of receipt of a high school diploma or GED.

**Licenses and Certifications:**

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

**SPECIAL REQUIREMENTS**

- Must be at least 16 years of age.
- Applicants under 18 years of age and currently attending an accredited high school must secure and provide a work permit prior to the start of the internship.
- Positions are limited during the summer months or on a part-time/intermittent basis (not to exceed 20 hours per week) during the school year.

**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 temporary in nature and is designed to offer students a 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