

MAJOR FUNCTIONS

This is a part-time paid internship opportunity assisting a supervisor in the performance of a variety of administrative and/or technical duties. The intern works under immediate supervision and receives on-the-job training in the city government field to which the position is assigned. Work is reviewed through assigned projects, and process review.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

This position will be assigned various administrative and/or technical duties in the field to which the position is assigned. Duties may include but are not limited to: compiling and analyzing data for administrative decision-makers; assisting in the preparation and maintenance of statistical records; assisting higher-level personnel in special projects, studying and conducting research; preparing reports, forms, and correspondence; and performing related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practices of office management, record keeping, statistical, and fiscal processing. Ability to establish and maintain effective working relationships as required by work assignments. Ability to follow oral and written instructions. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Must be enrolled as a student at a college or university and have completed at least 45 semester hours of course work; or must be enrolled as a student at a technical/vocational school and have completed at least half of required course hours.

Necessary Specialist Requirements

At the time of application, applicant must be authorized to work in the United States and must maintain satisfactory academic standing.

Established: 11-05-18
Revised: 02-07-22
11-22-24
12-13-24
05-05-25