

**ADMINISTRATIVE INTERN**

**DEFINITION**

Under direct supervision, the Administrative Intern performs a wide variety of duties that may be administrative, paraprofessional, or technical in scope. The exact nature of the work is dependent upon the specific department to which a position is assigned. Administrative Interns may work for no more than 1,000 hours per fiscal year, and may not serve for more than one-year in this classification.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for student interns planning to enter the public sector but need more experience and training in order to qualify for entry level professional classes. The exact nature of work is dependent upon the specific department to which a position is assigned, but may include professional level staff assistance in research and analysis, procedural studies, and technical planning for a variety of general administrative or specialized projects. The Administrative Intern differs from the Administrative Clerk in that the former performs a lesser range of duties and is provided more instruction and assistance in completing assignments.

**SUPERVISION RECEIVED**

Receives direct supervision from management and professional staff.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES**

Duties may include but are not limited to the following:

Assists in the preparation of routine organizational, legislative, and statistical analyses.

Conducts studies and surveys; assembles data and summarizes findings.

Participates in the research, development, and presentation of various programs.

Performs general records management, maintains accounting records, and compiles data for departmental and city-wide operations.

Responds to requests for information and provides necessary customer service to members of the community, business organizations, and other City employees.

Related duties as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Proper English usage, spelling, grammar, and punctuation in completing reports and correspondence.

Basic principles and methods of public administration.

Basic statistics and research methodology.

Modern office practices, equipment, and software including Microsoft Office Suite (Word, Outlook, Excel, Powerpoint, etc.).

### **Ability to:**

Apply and analyze policies, procedures, and regulations.

Perform research; compile and evaluate data.

Prepare clear and comprehensive, computer-generated reports and documents.

Establish and maintain positive working relationships with other City employees and members of the public

Read, understand, interpret and apply policies and procedures.

Communicate effectively with all members of the community, both verbally and in writing.

## **EXPERIENCE AND EDUCATION**

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

**Education** – Coursework in public administration, business administration, political science, social sciences, law, accounting, planning, or a related field. Must be currently enrolled in a four-year accredited college or university, or have graduated within the last year. Those enrolled must have and maintain a cumulative grade point average of 2.5 or higher.

**License** – Possession and maintenance of a valid Class C California Driver's License.

**SPECIAL REQUIREMENTS**

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with our without reasonable accommodations.

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**PROBATIONARY PERIOD:** Six (6) months.

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FPPC STATUS: Non- Designated

FLSA STATUS: Non- Exempt