



STUDENT INTERN / 1000 HOUR

Department: Various
Range:

FLSA Status: Non-Exempt
Effective Date: September 1, 2010

General Purpose

Under close supervision, to perform a variety of routine clerical, technical or administrative tasks for the District; to receive training in the more difficult clerical tasks; and to perform related duties as required.

Distinguishing Characteristics

This is a temporary part-time, entry level classification in which students with current enrollment in, or recent completion of a college degree may gain work experience through assignments in various departments within the District. Participants work under the direct supervision of an experienced employee for up to 40 hours per week, not to exceed 1000 hours per year.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Assists in performing routine office tasks in support of assigned departmental functions.
- Assists in preparing memos, letters, and reports from specific instruction.
- Enters data into various logs and spreadsheets and checks accuracy of data.
- Assists in maintaining various files and records.
- Greets visitors, answers and screens incoming calls.
- Assists in handling customer accounts and payment processing.
- Operates modern office equipment including computers and related software programs.
- Sorts and processes incoming mail.
- May assist with ordering departmental office supplies.

- Serves as back up to higher level administrative support staff, as required.
- Collect, summarize and analyze information and statistics.
- Participate in the design of forms, databases, spreadsheets and the implementation of systems.
- Conduct research to assist with the resolution of administrative or operations concerns or initiatives.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Modern office procedures, methods and equipment including computers.
- Basic principles and practices of management, finance, budgeting and accounting.
- Research techniques, methods and procedures.
- Safe work practices.

Ability to:

- Learn and follow office procedures and policies.
- Make mathematical calculations rapidly and accurately.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education and Experience:

Eligible candidates must be high school graduates who are 1) currently enrolled (or between semesters) in an accredited college or university, or in a recognized vocational institution, or 2) recent college graduates (within twelve months) seeking job experience.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.