



Administrative Intern

DEFINITION

Under general supervision, perform paraprofessional administrative duties in support of the department or division to which assigned.

SUPERVISION RECEIVED

Reports to department head or divisional supervisor to which assigned.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate special projects.

Contact and interact with individuals in other departments, other agencies, and the general public.

Compile and analyze data and prepare reports.

Compose memos and correspondence.

Maintain records as assigned.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

English usage, spelling, vocabulary, grammar, and punctuation.

Arithmetic and some familiarity with statistics.

Word processing methods, techniques, and programs including a familiarity with spreadsheet and database applications.

Ability to:

Learn principles and practices of City administration.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with co-workers and the public.

MINIMUM QUALIFICATIONS

Experience:

Six (6) months of public contact or office experience.

Training:

Equivalent to graduation from high school, supplemented by additional college-level coursework. Current college student is preferred.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist; lift 20 lbs.; and ability to travel to different sites and locations.

Effective date: October 2003

Revised: February 2009