

COUNTY OF SOLANO

COLLEGE INTERN

Est. 04/06

DEFINITION

Receives work experience and instruction in performing a wide variety of tasks that may include public contact and/or research; assists in the performance of skilled clerical, technical or professional duties.

CLASS CHARACTERISTICS

Incumbents in this class are restricted to extra-help, at-will, non-benefited, and unrepresented employment status. This class is designed to afford college students practical work experience through projects which are related to the student's field of study. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level departmental employees. As experience is acquired, the employee performs with less immediate supervision. Students employed in this class may be assigned to various County departments. Employment will be part of an internship, work experience or other program sponsored by an accredited educational institution.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from a higher level employee.

Exercises no supervision

EXAMPLES OF DUTIES - *Duties will vary depending on the department to which the student is assigned and may include but are not limited to the following:*

Learns to assist with technical or professional work.

Learns to provide information to the public.

Learns to conduct studies, gather and analyze research data using standardized procedures.

Participates in assignments related to agency organization, procedures, and budget requirements; gathers tabulates and analyzes data for studies using computers and assists in developing presentations, charts, spreadsheets and other documents and materials.

Learns to prepare appropriate documentation for activities including administrative reports, progress reports, completion of forms or other work products.

Learns to interpret agency policies, rules and regulations.

Acts as a resource to other departments by providing or researching information or referring to other organizations, agencies, programs and individuals in the course of assigned duties.

Attends and participates in standard activities such as staff meetings, in-service training, and workshops.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic goals and principles of Public Administration.

General principles of organization, administration and management.

Methods used in budget and administrative analysis.

Skills to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Learn to research, comprehend, interpret, and apply laws/legislation, rules, regulations, procedures, and related information; comply with laws, regulations, and professional practices.

Learn to collect and analyze data to establish/identify needs and evaluate program effectiveness.

Learn to initiate studies and prepare reports on administrative issues.

Plan, organize, and prioritize daily assignments and work activities.

Use computer assistance to gather and analyze data.

Maintain accurate records and document actions taken; use proper grammar, spelling, and punctuation.

Effectively communicate and interact with County management staff, department managers, the general public, and all other groups involved in the activities of the department both orally and in writing; communicate effectively with people of diverse socioeconomic backgrounds and temperaments.

Demonstrate tact and diplomacy; establish and maintain cooperative working relationships.

Experience and Education/Training

Experience:

No Experience Required

Education/Training:

Current enrollment in an accredited college or university.

SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License may be required.

Proof of enrollment in an accredited college or university must be provided.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents may not work more than 999 hours per fiscal year; unless approved by appropriate authority.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.



Donald W. Turko
Director of Human Resources

Established Date: April 2006

BOS Date: April 11, 2006