



JOB DESCRIPTION

JOB TITLE: Intern I

JOB CODE: 2250

DEPARTMENT: Varies

FLSA STATUS: Non-Exempt

REPORTS TO: Department Supervisor/Manager

SUMMARY OF JOB PURPOSE

Performs a variety of clerical tasks and/or works on special projects, as assigned.

ESSENTIAL FUNCTIONS

1. May perform a variety of clerical support duties including copying and assembling materials, collecting and distributing mail, assembling and binding reports, faxing documents, filing, typing, and data entry; may order office supplies.
2. May post and consolidate an assortment of statistical information from a number of sources for incorporation into special periodic reports; prepare routine statistical reports and/or legal documents; create and maintain spreadsheets, database information, and other various documents utilizing word processing, spreadsheet, or database software.
3. May assist the general public, customers, and/or County employees, on the telephone or in person, providing information on the department and assigned program policies and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution.
4. May prepare a variety of general correspondence, legal documents, reports, articles, meeting minutes and/or agendas, and instructions from rough draft, verbal, or recorded instruction; edits materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures.
5. Performs a wide variety of special projects, as assigned, following established policies, regulations, instructions, and safety procedures.
6. May operate a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, data processing terminals, printers, copiers, scanners, binders, collators, and video equipment, as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

No minimum education or prior experience required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Intern I

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to customers, clients, and County employees.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's; performs operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed, but uninvolved, written or oral instructions; deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 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.

WORKING ENVIRONMENT

The noise level in the work environment is usually moderate.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

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