

## **HIGH SCHOOL INTERN**

### **DEFINITION**

To receive 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 at-will, unrepresented, non-benefited employment status. This class is designed to afford high school students or recent graduates seeking entry-level skills to gain practical work experience through projects which are related to educational and professional goals. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level departmental employees. Individuals employed in this class may be assigned to various City departments.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives close supervision from a higher level employee. Exercises no supervision over other staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

#### **Essential**

- Learn to assist with technical or professional work.
- Learn to provide information to the public.
- Learn to conduct studies, gather and analyze research data using standardized procedures.
- Participate in assignments related to agency organization, procedures, and budget requirements; gather tabulates and analyze data for studies using computers and assists in developing presentations, charts, spreadsheets and other documents and materials.
- Learn to prepare appropriate documentation for activities including administrative reports, progress reports, completion of forms or other work products.
- Learn to interpret agency policies, rules and regulations.
- Act 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.

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- Attend and participate in standard activities such as staff meetings, in-service training, and workshops.

### Important

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic goals and principles of local government agencies.
- General principles of organization, and support.

### **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 City 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.

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### **EXPERIENCE AND EDUCATION**

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

Experience:

No experience required.

Education:

Current enrollment in high school or GED program, or recent graduate.

### **PHYSICAL REQUIREMENTS:**

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of sitting, face-to-face or verbal contact, finger dexterity, light grasping, eye-hand coordination, conversations and telephone conversations; up to 3 hours of standing, walking, bending, crouching, stooping, twisting, turning, firm grasping, reaching forward or overhead, pinching, driving, vision accuracy (far), depth perception, field of vision, accommodation, color vision; up to 3 hours of lifting, carrying or pushing/pulling 10lbs. or less; 6 to 8 hours of vision accuracy (near).

### **MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, talking, comprehending and following instructions; standard problems; simple to complex- reading, writing, and math skills; spatial; clerical; forming, coordinating, analyzing, compiling, comparing, mentoring, speaking-signaling, serving; performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to other people; generalizing; evaluating.

### **WORK ENVIRONMENT:**

Work is performed indoors and outdoors; unprotected heights; moving machinery; slippery/uneven surfaces; below ground; using a computer and other office equipment; working alone; working around or with others; exposure to moderate office noise.