

## **ADMINISTRATIVE INTERN**

### CODES/PAY GRADE

Class Code: 1000

EEO Code: E

Pay Grade: 109

### MAJOR FUNCTION

Work related to college studies performing assigned duties under the direction of a professional staff member, to gain career oriented knowledge and experience. Persons employed in this classification do not gain regular status or accrue benefits with the county regardless of length of service.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Under the direction of professional staff, performs assignments requiring research, analysis, and resolution.

Observes experienced workers to acquire knowledge of methods, procedures and standards relative to field of study.

May perform field research to complete assigned project or task.

May provide administrative support to staff professional, which may involve assisting with correspondence, budget, personnel, citizen's committee, special board, and process management.

May perform technical duties requiring knowledge of specialized field of expertise.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic report writing. Knowledge of principles and procedures of occupational field to which assigned.

Ability to apply classroom knowledge to practical situations. Ability to organize facts and data in a meaningful manner and draw conclusions. Ability to work independently. Ability to communicate effectively orally and in writing.

**(Administrative Intern continued)**

MINIMUM QUALIFICATIONS

Graduation from high school. Must be enrolled as a full-time student in college, university or vocational school.

ADA REQUIREMENTS

Physical Demands: Sedentary work.

Environmental Demands: Inside work.

Mental Demands: Ability to read complex materials including technical journals, professional journals, abstracts, etc. Ability to write reports, memos, letters and summaries. Ability to analyze data and develop a conclusion. Ability to speak and communicate complex ideas and information. Ability to perform general mathematical functions.