

<b>JOB DESCRIPTION</b>	
City of Patterson  Human Resources	<b>STUDENT INTERN</b>  <b>(PART-TIME)</b>

**JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, a Student Intern performs a variety of routine to moderately difficult clerical, administrative or technical duties of a general and specialized nature in support of an assigned department, division and/or program. The Student Intern may assist with administrative, specialized, paraprofessional, or technical duties. Internships may be offered in various departments and duties will be specific to the department or division assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a manager, or other departmental Supervisors and Managers.

This position does not exercise supervision.

**ESSENTIAL DUTIES**

*Typical essential duties may include, but are not limited to, the following:*

Performs a wide variety of tasks depending on the departmental assignment. These functions may encompass providing technical support, administrative responsibilities, or field work, related to departmental operations or programs.

Assists the public over the phone or at the counter and provides information on departmental policies, procedures, and programs; responds to inquiries and complaints and refers as appropriate.

Data collection, compilation, tabulation, and analysis, such as, Environmental Education & Outreach Programs if assigned to work in the Public Works Department.

Learns to research, analyze, evaluate, and assist with all local, State, and Federal laws, regulations, and ordinances.

Assists with grants research and coordination.

Drafting engineering plans/standards in Auto Cad; gathering, compiling, and presenting data for engineering and construction projects and or populating GIS database, and performing indexing and data entry for the Engineering Department if assigned to work in the Engineering Department.

Assists with the development, implementation, revisions, and updates of programs, systems, and procedures, goals and strategies, and local ordinances.

Provides project assistance, based on assigned department or division, by assisting with project development tasks, internal processes and standardization, data collection and analysis.

Assists in preparing, reviewing, and compiling budgets and fiscal documents.

Provides day-to-day administrative and technical support to staff of assigned department.

Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Research and analytical skills. Knowledge of GIS and Auto Cad. Modern office practices and procedures, including business correspondence, filing systems; standard office equipment operation, including computer and peripheral equipment; office software applications such as word processing and spreadsheet applications; proper use of English, spelling, grammar, and punctuation; basic mathematic concepts.

**Ability to:** Interpret and apply City and departmental policies and procedures; learn new information quickly. Ability to plan, organize and coordinate workload; perform general clerical work including records maintenance and the compilation of information for report development; effectively operate modern office equipment; spell correctly and use proper English; communicate clearly and concisely both orally and in writing; understand and carry out oral and written directions; type at 50 wpm; to work independently and as a part of a team; communicate tactfully and effectively with the public; maintain cooperative working relationships with those contacted in the course of work; be flexible with work assignments.

### **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

## EXPERIENCE AND CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities. Normally this would include:

**Education:** Must have a High School Diploma; must be currently enrolled in a college or university and seeking a degree in Economics, Business or Public Administration, Engineering, Finance, or related field of assignment.

Master's Program is desirable and will be given additional consideration.

Prior to hire, verification of current enrollment or work permit is required. Verification of school enrollment will be monitored by the department liaison.

**Experience:** No experience is required. Responsible general office support experience including customer service duties and the use of standard office equipment and software applications are an asset.

Requires an indicated interest and aptitude in those skills associated with the target employment and a willingness and ability to acquire the needed skills and academic standards through training and work experience.

**License or Certificate:** Possession of a valid Class C California Driver's License.

## PHYSICAL REQUIREMENTS

**Physical Requirements:** Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

**Environmental Conditions:** Work is performed in a standard office environment. May be required to visit site location and facilities. Conditions will vary depending on assignment and may require occasional weekend or evening work.

**FLSA Status:** Non-Exempt

**Approved:** July 2021