

DEFINITION:

Under immediate supervision, in a trainee capacity, performs a variety of duties and administrative support functions; to assist with special projects or studies; to prepare written reports on assigned projects; for a department while serving an internship.

DISTINGUISHING CHARACTERISTICS:

This is a training class intended to provide students with temporary employment whereby the students may receive on-the-job instruction and perform work that will provide practical experience in their field of study. This class is not intended to be used for permanent employment and no full-time permanent appointments will be made in this class.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification:

1. Assists professional and technical employees in the performance of their duties or performs these duties under close supervision. Investigates, interprets, analyzes and prepares recommendations.

Measures: Performs duties within established guidelines and timelines.

2. Receives instructions from staff members and applies knowledge to work situations.

Measures: Accurately follows instructions and completes work in a timely fashion.

3. Learns departmental policies, procedures and methods of operation. Analyzes, interprets, and explains City policies and procedures.

Measures: Timely and accurately.

4. Assists in collecting and analyzing data, preparing charts and reports.

Measures: Timely, accurate and complete.

5. Participates in studies and prepares reports under the supervision of professional staff. Gathers and analyzes data on existing programs, conducts surveys, and studies.

Measures: Timely, accurate and complete.

6. Operates a variety of equipment.

Measures: Safety, timely.

7. Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Basic grammar and techniques for the preparation and distribution of information; principles and practices of organization and public administration; research techniques; methods of report presentation; report writing and terminology of assigned area; depending upon assignment, principles of public administration.

Ability to:

Interact effectively with the public and employees. Gather, analyze, and organize information for written reports and/or correspondence, etc.; communicate clearly and concisely, both orally and in writing; analyze a variety of administrative problems and make sound recommendations.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include current enrollment in a program leading to a degree from an accredited college, university or equivalent.

Experience:

Typical experience would include some prior relevant experience.