

ADMINISTRATIVE INTERN  
(PART-TIME)

**DEFINITION:**

Under general supervision, provide short-term staff support to a City department, division, function, or special projects; assist in performing specific and miscellaneous duties as assigned, and do related work as required. The position will expose students to career options within a municipal government environment.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this position and may include, but are not limited to, the following:

Assist in collecting data for department studies, functions, and/or projects; perform basic research; analyze data; write reports and summaries; assist in budget preparation and maintenance; use a personal computer and maintain appropriate records and files; interact with the public in person or via a telephone; and assist in administrative and clerical support activities as needed.

**QUALIFICATIONS:**

Training and Experience: Must be a student in good standing at an accredited college or university with major course work in public administration or a related field. No experience is necessary. Must possess a valid California driver's license at the time of employment.

Knowledge, Skills and Abilities: Must have general knowledge of research methods and techniques; the ability to work effectively and communicate with other people both orally and in writing; have organizational skills; follow directions and complete assignments in a timely and efficient manner; and the ability to learn and use personal computer hardware and software. A strong desire to work in a public service oriented environment is beneficial.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the intern frequently sits, uses a telephone and personal computer with a VDT screen for extended periods of time. May occasionally stand and use arms, legs, and back to lift or move objects.