

ADMINISTRATIVE SERVICES INTERN

NATURE AND VARIETY OF WORK

This is trainee level administrative services work performed in support of a County department or agency. Appointees receive training and experience as part of a competitive appointment, generally not to exceed one (1) year, that will enable them to perform duties and responsibilities commensurate with the entry level of a class series. Assignments are performed under close supervision.

Upon the successful completion of a prescribed internship program and prior approval from the Personnel Officer, an appointing authority may non-competitively appoint a candidate to fill a vacant position at the entry level of an appropriate class series.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Participates in prescribed apprenticeship/training programs designed to expose appointees to the knowledges, skills, and abilities applicable to entry level positions.

Assists higher level staff on a variety of administrative assignments.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Ability to comprehend and execute instructions issued by higher level staff.

Ability to express ideas clearly and concisely both orally and in writing.

MINIMUM QUALIFICATIONS

Applicant may be a student, recent graduate, or citizen with course work in a field of study which has provided the applicant with the necessary knowledges, skills and abilities to

perform the essential duties and responsibilities of positions in this job classification and demonstrates the applicant's eligibility for promotion to appropriate entry level professional positions in the classification system upon completion of the prescribed internship. Equivalent combination of formal education and related work experience will also be accepted.

EMPLOYEE BENEFITS ELIGIBILITY

Appointees shall be entitled to the leave, health, and life insurance benefits available to permanent status employees assigned to the General Salary Schedule.

CREATED: 10/88
REVISED: 6/89
REVISED: 10/91