

MAJOR FUNCTIONS

This is staff work assisting a supervisor in the performance of a variety of administrative duties. The intern works under immediate supervision and receives on-the-job training in the city government field to which the position is assigned. Work is reviewed through conferences, reports and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Compiles and analyzes data for administrative decisions. Assists in the preparation and maintenance of statistical records. Assists higher-level personnel in preparing special projects, studies and conducting research. May prepare reports, forms and correspondence. Performs related work as required.

Other Important Duties

None

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practices of office management, record keeping, statistical and fiscal processing. Knowledge of basic mathematics and accounting. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to follow oral and written instructions. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Must be enrolled as a student at a college or university and have completed at least 45 semester hours of course work. The field of study must be directly related to the area of assignment.

Established: 10-05-87

Revised: 10-08-03*

07-13-09*

12-28-11

11-05-18