



CLASSIFICATION NO. 02T

Established: 7/20

Revised: 11/23

FLSA: Non-Exempt

EEO: 5

INTERN - COLLEGE

CLASS CHARACTERISTICS

Under general supervision, to perform technical, paraprofessional and/or professional duties that provide on-the-job training to help college students successfully enter the workforce; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The County's various departments may provide internship opportunities to students. Internships are typically non-paid, but may be paid depending on circumstances such as partnership agreements with education institutions, internship organizations, etc. This is meaningful and educational professional, entry level work where the intern gains hands-on work experience in a specific field to supplement and enhance their academic programs. Generally, interns are advanced enough in their educational programs to have begun taking courses in a field related to their work at the County. The internship adds value to both the County and the specific department and to the intern's development as a professional in the specific field. Incumbents perform the more routine duties as assigned with increasing independence. Decisions made or actions taken require higher level review and work is checked for progress and reviewed for quality and compliance to policy and procedures.

The Intern series consists of three levels, organized by level of education the intern is pursuing: Intern – High School, Intern – College, and Intern – Graduate/Professional.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs a wide variety of technical, paraprofessional, and/or professional duties based on department assignment and academic coursework and/or program.
2. Participates in various phases of a planned training and evaluation internship program; collaborates closely with assigned mentor(s).
3. Performs duties that help the student learn policy, procedures, guidelines and standards for successful work performance.
4. Assists in preparing project reports, progress summaries, spreadsheets, general letters and other written material.

5. Assists in promoting positive public relations and customer service for various programs, services, or activities.
6. Attends and participates in staff meetings and trainings/workshops which provide for an increasing awareness of general knowledge of programs and current practices.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Communication and organization techniques; professionalism in the workplace; English grammar and composition; office equipment, including personal computers and software programs.

Skill to: Communicate effectively, both orally and in writing; understand and effectively adhere to oral and written instructions, communications and procedures; maintain confidentiality as related to work assignments; establish and maintain effective working relationships with County employees and the public; operate computer hardware, software, and other office equipment.

WORKING CONDITIONS

For positions within the User Support Services and Technology Services Admin Divisions of Technology Services, duties require frequent standing, walking, squatting, kneeling, crawling, bending, twisting, climbing, lying down, reaching, grasping, fine motor control, and the ability to lift up to 55 pounds. Duties also involve occasional exposure to confined spaces, dust, and low lighting.

For positions within the Community Services Division - Forestry within the Department of Transportation and Development, duties require frequent to continuous standing, walking, squatting, kneeling, bending, twisting, digging, balancing, climbing, forward/overhead reaching, grasping, fine motor control, and the ability to lift 75 pounds, carry up to 60 pounds, and push/pull 80 pounds. Duties also involve exposure to confined spaces, loud noises, vibration, slippery and/or uneven surfaces including steep terrain, exhaust fumes and dust, chemicals, and adverse weather conditions including extreme temperatures.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Education: Enrollment in a post-secondary accredited educational institution leading to a college degree or equivalent program/certification. Must be in good standing with educational program and remain enrolled (summer/one term off is acceptable) throughout their internship.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Depending upon assignment, candidates may be required to pass a criminal background check, have a valid driver license, and /or additional training, licenses, or certificates.

For positions identified in the Working Conditions section, employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.