



CLASSIFICATION NO. 03T
Established: 7/20
FLSA: Non-Exempt
EEO: 2

INTERN – GRADUATE/PROFESSIONAL

CLASS CHARACTERISTICS

Under general supervision, to perform professional duties that provide practical application of the formal education with on-the-job training that helps interns acquire skills and training for entry into a professional career; 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, educational, complex and difficult professional, entry level work where the intern gain hands-on work experience in a specific field to supplement and enhance their academic programs. Interns are advanced in their graduate educational programs. 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 progressively complex and difficult professional duties based on department assignment and the 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. Assists in promoting positive public relations and customer service for various programs, services, or activities.
4. Conducts project assignments, research and analysis.
5. Assists in preparing project reports, progress summaries, spreadsheets, general letters and other written material.

6. Assists in interviewing and communicating with the public to gather information and provide assistance to the general public and governmental agencies.
7. 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.

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 an accredited educational institution leading to a post-graduate degree or equivalent program.

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.

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.