



CLASSIFICATION NO. 01T
Established: 7/20
FLSA: Non-Exempt
EEO: 2

INTERN – HIGH SCHOOL

CLASS CHARACTERISTICS

Under direct supervision, to perform basic administrative support and technical duties that provide on-the-job training to help high school 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 entry level work experience where the intern gains hands-on work experience to obtain the proficiencies and enhance their high school academic course work. Incumbents perform administrative and/or technical support duties. 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 basic and routine administrative support and technical duties.
2. Performs customer service duties that include dealing with the public, other departments and outside agencies.
3. Answers routine questions and refer customers and the general public to appropriate staff.
4. Attends and participates in staff meetings and trainings/workshops which provide for an increasing awareness of general knowledge of programs and current practices.
5. May assist professional staff in phases of more complex work.
6. Participates in various phases of a planned training and evaluation internship program; collaborates closely with assigned mentor(s).
7. Performs duties that help the student learn policy, procedures, guidelines and standards for successful work performance.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Communication, organization and customer service techniques; 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: Current enrollment in high school or equivalent educational program leading to a high school degree or equivalent.

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 and be at least 18 years of age. 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.