

WORK STUDY INTERN

DISTINGUISHING FEATURES OF THE CLASS:

This is part-time or seasonal work designed to acquaint student with local government functions and the tasks of specific departments. Assignments may be specific or general and are performed under the supervision of department employees.

TYPICAL WORK ACTIVITIES:

1. May perform laboring tasks as assigned;
2. May perform research on a variety of subjects;
3. May compile statistical information;
4. May perform file searches on specific areas;
5. May write reports, letters or other requested drafts;
6. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English, ability to work well with others; ability to learn quickly; interest in government and its functions; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

No minimum qualifications.