

INTERN (HIGH SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: An Intern (High School) works under direct supervision, undertaking a variety of special projects. Projects carried out by persons in this position are not part of the regular routine of the department but are projects of an in-service training nature designed to provide maximum exposure to experience in a designated field. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Specific duties will vary with each position assignment and according to the department to which assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND SPECIAL CHARACTERISTICS:

Ability to learn the principles and practices of public administration;
Ability to learn about the organization of a municipal government organization;
Ability to communicate effectively with people and to secure their cooperation;
Ability to carry out project assignments of a broadly defined nature;
Good judgment; courtesy; initiative; tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Current enrollment in a high school course of study; OR
- B) Must have graduated from high school within the last three months.

SPECIAL NOTE: Continued enrollment in high school is required for continued employment under this title. If qualified under B, internship must end within the three months after graduation.

R913 1/7/09
Non-Competitive