

## 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.