



Job Description

TITLE:	Summer Student Intern	JOB CODE:	4966
DEPARTMENT:	Various	FLSA:	Non-Exempt
PREPARED:	May 24, 2021		
UPDATED:		LOCATION:	Varies

Summary: Under close supervision of the assigned department, the student intern will observe department practices and work closely with department personnel to complete daily tasks; provides overall support to the operation of the department.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assist in assigned department tasks as directed by department personnel
- May assist customers with forms and department documents, as applicable.
- May answer telephones: Will determine nature of the calls; respond to request for information; take and deliver messages or route calls to the appropriate individual.
- May assist in filing department documents; complete in an efficient, accurate, and timely manner.
- May assist in coordinating tasks or organizing department.
- May assist in performing unskilled, manual labor to support department clean-up or maintenance.
- May perform tasks using a variety of hand tools and equipment.
- May perform basic repair work of a minor nature.
- May assist in performing routine preventative maintenance.
- Demonstrates ability to maintain confidentiality of department documents.
- Maintain safe and clean working environment by complying with procedures, rules and regulations.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of basic operating functions of computer, typewriter, copier, scanner, multi-line telephone, printer, and facsimile machines.
- Knowledge of telephone etiquette and customer service.
- Knowledge of County policies and procedures.
- Ability to interpret and apply a variety of instructions furnished in written or oral form.
- Ability to work independently or as a team member.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with County staff and the public.
- Ability to maintain confidentiality and privacy.

Education and Experience

- Must be a full-time high school.
- Minimum age requirement is 16 years old.

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Environmental Factors and Conditions/Physical Requirements:

- Work may be performed in an office environment; may be subject to extended periods of intense concentration in the review of documents and reports, may be required to lift and move 25 lbs., and may be required to file for extended amounts of time.
- Work may be performed in an outdoor or shop environment; may be required to lift and carry items more than 50 pounds.
- May be subject to bending, reaching, kneeling and lifting.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized may include, computerized and conventional office equipment, various manual or electronic equipment, or hand/power tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____