

**Intern/Student Worker I**Class Code:
1216

CITY OF LA MESA
Established Date: Oct 7, 2011
Revision Date: Oct 7, 2011

SALARY RANGE

\$14.00 Hourly

DEFINITION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

To assist in assigned departmental activities related to the operations of the particular department. Duties may vary widely depending on the departmental needs.

This is the first level class in the Intern/Student Worker series. This class is distinguished from the Intern/Student Worker II by the performance of the more routine tasks and duties assigned to positions with the series.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned supervisor(s).

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform various administrative and analytical support duties in support of assigned City department including conducting surveys and preparing reports; select and apply appropriate research techniques to conduct studies and surveys.
- Collect, compile and interpret data; develop and evaluate the effectiveness of proposals, new programs, procedures and policies; prepare descriptive, analytical and evaluative reports and summaries in a clear and concise manner.

- Consult with City staff, citizens, outside consultants, businesses and other governmental agencies; may serve as liaison for the City; represent the City in meetings and conferences.
- Monitor the progress of various projects, budgets and contracts; audit, review, update and/or create department operational policies and procedures for review by management staff.
- Compose correspondence and prepare responses to requests received from citizens.
- Assist in the setup of computer and related technological hardware and software; respond to inquiries about computer and related technology.
- Maintain department filing systems and records; modify systems as appropriate.
- Receive, sort and distribute incoming and outgoing mail and correspondence; copy and distribute as requested; respond to routine correspondence.
- **For Engineering Intern**: Perform simple engineering design and drafting; prepare engineering plans and specifications; read blueprints of plans and maps; perform elementary surveying; gather traffic records and information.
- Perform related duties and responsibilities as required.

EDUCATION AND EXPERIENCE GUIDELINES:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Current enrollment in a college Degree program in a field related to the department's mission is desirable.

Experience:

No work experience is required.

License or Certificate:

- Applicants must be 16 years of age or older at time of appointment. If applicant is still in high school, a California Worker's Permit must be provided.
- Possession of a valid California driver's license with a safe driving record may be required by the assigned department.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic knowledge of a discipline that is considered valuable to the department.

- Operations and activities of assigned department or program.
- Modern office procedures, methods and computer equipment.
- Computer applications such as word processing, spreadsheets, and statistical databases.

Ability to:

- Perform responsible duties involving the use of independent judgment and personal initiative.
- Operate office equipment including computers and supporting applications.
- Maintain records and prepare a variety of reports and correspondence.
- Read and interpret typical business correspondence, reports and City or department policies.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Make presentations, where applicable.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Depending on the assignment and department, may work in standard office and/or field environment; travel from site to site; exposure to outside weather conditions. Work will be scheduled to meet the Intern/Student Worker's college class schedule and the needs of the department whenever possible.

Physical: Incumbents require sufficient mobility to walk, stand or sit for prolonged periods of time; operate a motor vehicle to conduct field visits.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.