

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** INTERN **GRADE:** 99

**TITLE ABBREVIATION:** INTERN **TITLE NO.:** 6817

**JURIS.CL:** NC **SALARY CODE:** 11 **UNIT:**        **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT:** VARIOUS **DIVISION:**                     

**SUPERVISOR'S TITLE:** DEPARTMENT HEAD

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing research assistance and staff support on special projects to various departments in Orange County Government. Intern positions provide an on-the-job training situation through exposure to many facets of County Government while at the same time contributing to the upgrading of on-going County programs, technical projects and formulation and testing of new programs and services. Work is carried out in accordance with established policies and procedures and involves the study of problems, gathering relevant information and developing and preparing reports with findings and recommendations designed to assist management in the decision making process. Work is performed under the general supervision of the department head where assigned. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

**NOTE:** The examples listed below are representative in scope of type and diversity of work an intern may be expected to perform in assignments in various departments.

1. Researches responses to tourism advertising, analyzes zip code data and prepares recommendations for marketing of County Tourism products.
2. Analyzes cost-effectiveness and overall feasibility of establishing and maintaining a County records disposal and retention program.
3. Assists in the conduct of special investigations such as wage and salary survey pertaining to County employees.
4. Collects and analyzes traffic accident data for use by the County in recommending street and highway improvements.

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5. Conducts surveys of the County's rental housing with respect to type, availability and costs.
6. Develops public information programs and public relations materials to enhance the County's image with the public; i.e. production of slide shows, arranging for press conferences and the preparation of press releases, researching and writing up of relevant news letter topics, and the preparation of workshop/conference programs.
7. Inter-acts with the public in the collection and dissemination of information.
8. Attends meetings and workshops and makes presentations to department heads, staff members, legislature leaders, and others.
9. Assists with the implementation of General Services' Technology Plan including assisting with configuring and installing personal computers, maintaining desktop equipment through the client server plan, maintaining an inventory of equipment, assisting users at installation sites, troubleshooting hardware and software problems relative to installations, and conducting research and evaluating software as related to the client server environment.
10. Participates in special projects.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Ability to develop understanding and knowledge of public administration theories and practices, organization planning and rearrangement; ability to gather and analyze facts, place them in perspective and reach supportable conclusions; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Completion of 12 semester credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR
- (B) Training and/or work experience appropriate to the responsibilities of the particular department assignment as determined by the Department Head.

**SPECIAL REQUIREMENTS:** When assigned to General Services, may be required to lift and carry 50 pounds of equipment.