

ORANGE COUNTY CLASS SPECIFICATION

TITLE: STUDENT INTERN **GRADE:** 99

TITLE ABBREVIATION: STUDENT INTERN **TITLE NO.:** 568180

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

DEPARTMENT: VARIOUS

SUPERVISOR'S TITLE: DEPARTMENT HEAD

*Pending Juris. Class approval as Non-Competitive from NYS Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is a part-time or seasonal assignment, for a limited duration, designed to acquaint students with County government functions and the tasks of specific Offices and/or departments. The duties of the internship are developed for a student who is enrolled in a course of study in high school, adult education, business school or college. Student Intern positions provide an on-the-job training situation through exposure to many facets of County Government operations or occupations related to a specific course of study. The incumbent will gain training and experience to become aware of career options, work ethics and expectations of the employer. Work is performed under the general supervision of the department head or designated supervisor where assigned. The term of appointment is limited to four month periods separated by at least three month periods, renewable up to four times for an individual. Does related work as required.

This position is distinct from the Intern Specification, which is for persons who have at least twelve college credits and are to be paid pursuant to the adopted salary schedule as Interns.

TYPICAL WORK ACTIVITIES:

May plan and coordinate various support functions such as budget formulation, accounting, clerical, personnel, data processing, graphic artistry, research, computer programming, etc.;

May conduct surveys and collects information;

May develop public information programs and public relations materials;

May interact with the public in the collection and dissemination of Information;

May write reports, letters or other requested drafts;

May perform research on a variety of subjects;

Participates in special projects.

Receives on-the-job training related to the specific career interest and participates in an overall County Student Internship course of study.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English; ability to follow directions; ability to work well with others; ability to apply classroom training to the workplace; dependability; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position. For certain assignments, may be required to be able to speak Spanish, Yiddish or another language.

MINIMUM QUALIFICATIONS: Enrollment in a course of study in a high school, adult education program, business school, college or university. Have completed at least 10th grade and reached the age of 15.

SPECIAL NOTE: Continued enrollment in a course of study in a high school, adult education program, business school, college or university is required for continued employment in this title. If home schooling is being utilized, the Commissioner may determine whether the minimum grade criteria has been met.

***Working Papers:**

If you are aged 14-17 you will need an employment certificate, also called working papers, in order to hold a job in New York State. Working papers are divided into two age groups (14-15 and 16-17):

14-15-year-olds - Your working papers are blue. If you are 14 and 15 years old, you are issued these working papers because you are not allowed to work in a factory.

16-17-year-olds (in school) - Your working papers are green. The difference between 14-15 year old working papers and 16-17 year old working papers is that you are allowed to work in a factory. You cannot work around certain machines, do construction work, help on a motor vehicle, clean, oil, wipe, or adjust belts on machinery.

16-17-year-olds (out of school) - Your working papers are peach. If you are 16 to 17 years old and are not in school or are leaving school for full time employment, you will need these working papers. You are allowed to work in a factory, cannot work around certain machines, do construction work, help on a motor vehicle, or clean, oil, wipe, or adjust belts on machinery.

***Hours of work:**

During weeks when school is in session, minors 15-years-old are limited to the following hours in most occupations:

- More than 3 hours on any school day
- More than 8 hours on a Saturday or a non-school day
- More than 18 hours in any week
- More than 6 days in any week

When school is not in session, and during vacations (school must close for the entire calendar week):

- Minors under 18 may not work more than 8 hours a day, 6 days a week
- Minors 14 and 15 may not work more than 40 hours a week
- 16 and 17 year-olds may not work more than 48 hours a week

*These requirements are subject to and will change concurrent with any applicable State/Federal law changes.

JURISDICTIONAL CLASS: Non-Competitive (pending juris. classification approval)