

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: INTERN (SEASONAL)

TITLE #: 1345

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing research assistance and staff support on special projects in various municipalities. Intern positions provide an on-the-job training situation through exposure to many facets of Municipal Government while at the same time contributing to the upgrading of on-going 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.

Conducts surveys and collects information;

Develops public information programs and public relations materials;

Inter-acts with the public in the collection and dissemination of Information;

Attends meetings and workshops and makes oral and written presentations;

Participates in special projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to follow directions; ability to work well with others; ability to apply classroom training to the workplace; dependability; 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:

Training and/or work experience appropriate to the responsibilities of the particular department assignment as determined by the appointing authority.

ADOPTED: 3/29/95

REVISED: 9/26/01 kmg

JURISDICTIONAL CLASS: Non-Competitive