

STUDENT INTERN

DISTINGUISHING FEATURES OF THE CLASS: This is routine sub-professional work within a department involving a variety of duties which include but are not limited to the conduct of research, preparation, review and verification of a variety of data. All work is performed under close direction and supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the preparation and review of various documents;
Prepares complete informative reports;
Compiles background information;
Reviews and compiles data on contract preparation and negotiation practices and procedures used by other municipal jurisdictions;
Assists in the preparation and review of standard departmental documents;
Consults with key officials to resolve routine questions and refers the more complex to a superior;
Prepares informative reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of research methods and techniques; good knowledge of the English language; working knowledge of government practices and procedures; ability to collect, organize and abstract various data; ability to understand, interpret and carry out written and oral instruction; tact; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of two (2) years of college study from a regionally accredited college or university with a major in business, engineering, finance, marketing, planning, public administration, statistics or a closely related field AND must be currently enrolled full-time in an accredited college degree program at time of application.

NOTE: An individual may not be appointed to this title more two intern periods, which cannot be consecutive.

APPROVED: SEPTEMBER 3, 1997

REVISED: APRIL 17, 2019

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

(Pending Jurisdictional Classification by the NYS Civil Service Commission.)