

## **ADMINISTRATIVE INTERN (PART-TIME)**

### **JOB SUMMARY**

Under general supervision, provides short-term staff support to an Authority department, division, function, or special project. Assists in performing specific and miscellaneous duties as assigned, and do related work as required. The position will expose students to career options within a local government environment.

### **MAJOR DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Assists in collecting data for department studies, functions, and/or projects.
- Performs basic research.
- Analyzes data.
- Writes reports and summaries.
- Assists in budget preparation and maintenance.
- Uses a personal computer and maintains appropriate records and files.
- Interact with the public in person or via a telephone.
- Assist in administrative and clerical support activities as needed.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION:**

- Must be a student in good standing at an accredited college or university with major course work in public administration or a related field.

#### **LICENSES:**

- Possession of a valid California driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **KNOWLEDGE OF:**

- Research methods and techniques.

#### **SKILL IN:**

- Organizing work.

#### **ABILITY TO:**

- Work effectively and communicate with other people both orally and in writing.
- Follow directions and complete assignments in a timely and efficient manner.
- Learn and use personal computer hardware and software.