



City of Commerce

ADMINISTRATIVE INTERN

Department: **As Assigned**

Class Code:

1030

Revised Date: **December 6, 2016**

FLSA Status:

Non-Exempt

GENERAL PURPOSE: Under close supervision, this part-time, at-will position provides a variety of routine and responsible administrative, operational, and technical support to City Departments and divisions. Additionally, this position assists with a wide variety of studies and research projects. This position is intended to offer an opportunity for individuals to gain practical experience in municipal government in areas, such as, finance, personnel, planning and specialized departmental activities.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a wide variety of administrative support work in the Department assigned in order to become familiar with the overall functions of the Department or Division.
- Researches and studies organizational and administrative issues, such as budget analysis, and prepares comprehensive written reports.
- Responds to inquiries, provides information requiring an understanding of department policies and procedures.
- Gathers, compiles and conducts analysis of data for departmental studies and/or projects and may coordinate surveys.
- Prepares, assembles and distributes memoranda, letters, information, and other communications.
- Performs administrative and specialized office assistance duties, as assigned.
- Schedules meetings and appointments.
- May assist in organizing special events.
- Attend meetings as required and performs related duties as assigned or as the situation requires.

MINIMUM QUALIFICATIONS:

Education and Experience:

Enrollment or completion of upper division undergraduate level or graduate level course work in an accredited college, university or graduate program with a GPA of 2.0 or higher. Interns may be assigned to any department based on applicable education and experience. Some experience and knowledge of local government operations is desirable, but not required. Some evening and weekend work may be required.

Required Knowledge of:

- Customer service principles and methods.
- Record keeping and file maintenance principles and procedures.

JOB DESCRIPTION

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Required Skill in:

- Operating basic office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Closely following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.
- Handle confidential information with discretion.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.