

STUDENT INTERN II (P/T) (S)

Department: Varies

Classification: Non-Competitive

Specification Number: 4670

Approved: 11/28/23

Revised: By JG

MINIMUM QUALIFICATIONS

Enrollment in an undergraduate program at a college with federally-authorized accreditation or registration by NY State, or graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree or Bachelor's Degree within the past two (2) years.

NOTE: Employment of college graduates with either an Associate's Degree or a Bachelor's Degree in this title is limited to two (2) years.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title performs assigned work in an assigned Town department. Work may include a wide variety of administrative duties. Types of assignments are based upon previously acquired knowledge, skills, and abilities. Supervision over these positions is usually by an administrative supervisor, through conferences, reports or review of work completed. Does related work as required.

TYPICAL WORK ACTIVITIES

- Performs duties similar to those of regular full-time employees in an assigned Town department;
- Observes and participates in the daily activities of a Town department;
- Aids in the collection of data for research projects, surveys, studies or special programs.

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Ability to understand modern public administration procedures; ability to acquire familiarity with policies, regulations, practices and functions of the town; ability to understand statistical concepts and methods; ability to express oneself clearly and concisely, both orally and in writing; ability to understand and follow oral and written instructions; ability to analyze facts, and to exercise judgment and initiative; physical condition commensurate with the demands of the position.