

# **STUDENT INTERN I (P/T) (S)**

**Department: Varies**

**Classification: Non-Competitive**

**Specification Number: 4660**

**Approved: 11/28/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Enrollment in a standard senior high school or graduation from a standard high school within the past two (2) years.**

**NOTE: Employment of high school graduates in this title is limited to two (2) years.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**An employee in this title performs a variety of routine duties assisting the regular staff of an assigned department of the Town. Work is performed under the immediate supervision of staff members in the department to which the student is assigned. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

**Performs duties similar to those of regular full-time employees of the assigned department;**

**Performs a variety of clerical duties in the assigned town department;**

**Observes and participates in the daily activities of the department;**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Ability to acquire a working knowledge of the methods and techniques involved in the work assigned; some knowledge of business English, spelling and arithmetic; some knowledge of general office terminology, procedures, equipment and clerical techniques; ability to understand and follow oral and written instruction; ability to work and cooperate with department employees; physical condition commensurate with the demands of the position.**