CITY OF OCEANSIDE

DATE: AUGUST 2010
CLASS CODE: XTRA19
UNIT: HOURLY/EXTRA-HELP

INTERN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under supervision, to learn and practice a variety of routine administrative and technical functions in support of City operations and services.

EXAMPLES OF DUTIES

Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Perform a wide variety of routine administrative and technical assignments specific to a department's needs which may include manual, operational, administrative, research, planning, engineering, and analytical tasks; receive on-the-job exposure to local facilities, equipment, and operational functions; learn to perform various department and project tasks and procedures; learn to perform tasks in the operation, monitoring and maintenance of equipment and facilities; learn to record, update, interpret and report data; research and analyze data and write reports; learn and apply the practices, procedures, techniques, regulations and laws relating to area assigned; learn and apply safety practices and procedures related to work environment; shadow supervisor and other department employees to learn about programs and operational aspects of assigned area of responsibility; perform other duties of a similar nature or level as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of assigned area of responsibility;
Basic principles of municipal government and public administration;
Modern office procedures, computer software and hardware.
Principles of mathematics, reading, and writing.

Ability to:

Learn to operate assigned equipment safely and properly.
Learn to interpret the policies and procedures of the assigned department(s).
Learn and understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
Plan and organize work to meet schedules and deadlines.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of business.

Experience and Training Guidelines

Experience:

A limited amount of experience may be required depending on area of assignment.

Training and Education:

Required training, education, and/or degree level is dependent on area of assignment.

License or Certificate:

Specific licenses and/or certifications may be required depending on area of assignment.

WORKING CONDITIONS

Environmental Conditions:

Depending on area of assignment, working conditions may include an office and/or field environment; travel from site to site; public contact; exposure to computers and computer screens; exposure to extreme weather conditions; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy, radiant energy, toxic materials, water and wastewater; shift work including evenings, weekends and holidays; movement in and around vehicles including road vehicles and watercraft.

Physical Conditions:

Depending on area assigned, essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings, heavy, moderate or light lifting, swimming, running, walking, bending, stooping, keeling, or crawling; speaking and hearing to exchange information; visual acuity to read and interpret information.