

City of Stockton

ADMINISTRATIVE INTERN
(Part-time)

Established:	2/6/78
Resolution:	CC34,923
Spec Adopted:	3/21/06
Resolution:	CC06-0138
CS Status:	Unclassified
Unit:	Not Applicable
FLSA Status:	Non-Exempt

DEFINITION

Under direction, provides technical and administrative assistance to City staff. Assignments involve research, basic analysis, conducting studies, and assisting with the preparation of presentations and reports. Performs other duties as assigned.

CLASS CHARACTERISTICS

Under close supervision, incumbents perform the more routine administrative support and duties while learning City policies and procedures and specific techniques related to administrative analysis. As experience is gained, assignments become more diversified and are performed under more general supervision.

PRINCIPAL DUTIES (Illustrative only)

- Performs routine administrative support duties.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of special reports related to departmental programs and projects.
- Conducts specific administrative and/or research projects with other departments and/or agencies.
- Assists in compiling information and statistical data for grant and other applications.
- Prepares a variety of written and oral progress and special reports.
- Utilizes digital equipment to obtain photographs for various reports and presentations.
- Utilizes computer applications to assist with analytical studies and department projects.
- Designs information materials for brochures and electronic presentations related to department agenda items for City Council, community groups, and/or special boards and commissions.

MINIMUM QUALIFICATIONS

Education/Experience:

Current enrollment in an accredited higher education institution with major coursework in business or public administration, urban planning, economics, political science, or a closely related field. One to two years of related work experience is desirable.

Knowledge of:

- Basic use of word processing and personal computers;
- Internet and e-mail;
- Common research and/or statistical practices and techniques.

Skill in:

- Analyzing complex issues and problems, evaluating alternatives, and recommending practical solutions;
- Preparing clear, concise, and accurate reports, correspondence, and other written materials;
- Providing attention to detail.