



## PAID INTERN SERIES

Title Code	Class Title
9021SY	Undergraduate Intern
9022SY	Graduate Intern
9023SY	Technical Intern

### DEFINITION

Under direct supervision, performs a variety of routine professional, para-professional, technical, or administrative duties. Assists with specialized projects and assignments related to the business, operational, and administrative activities of a department and performs other related duties as required.

### CLASS CHARACTERISTICS

Incumbents assigned to this series are restricted to extra-help, non-benefited employment status. The purpose of these classifications is to provide students or recent graduates (up to 6 months post-graduation date) with meaningful work experience, field training, and exposure to a potential or chosen career path. Interns will gain an understanding of the application of concepts and methodologies of the department to which they are assigned. Positions vary in scope of activities and duties performed and there should be a direct relationship between the employment experience provided by a department and the intern's academic studies/coursework or degree program.

### Length of Assignment and Number of Hours Worked

Incumbents may participate in a paid internship for a maximum of one (1) calendar year. Interns will typically work 15 – 20 hours per week on average. They are not permitted to work more than 59 hours per pay period or 1040 hours per fiscal year.

#### Undergraduate Intern

This class is used to hire interns currently enrolled in or recently graduated from an Associate's or Bachelor's degree program.

#### Graduate Intern

This class is used to hire interns who are currently enrolled in or recently graduated from an advanced degree program (Master's degree or above).

#### Technical Intern

This class is used to hire interns who are currently enrolled in or recently graduated from an accredited, post-secondary educational or technical/vocational institution, having completed technology/vocational

coursework related to a specialized field of study. This level may be utilized for functional areas involving technical skills such as information technology, graphics design, engineering, etc.

## **EXAMPLES OF DUTIES**

*Class specifications are intended to represent a general descriptive list of the range of duties performed by interns in various classifications. Specific job duties and expectations are described in the relevant job posting.*

1. Assists department staff in support of a wide variety of tasks and assignments.
2. Assists in researching, collecting and analyzing information.
3. Researches and responds to routine inquiries related to the assigned department.
4. Assists with creating or editing a variety of documents such as instructions, procedural guides, reports, manuals etc.
5. Provides customer service and staff support in working with the public, community organizations, governmental agencies, etc.
6. Utilizes the capabilities and functions of standard office software applications (e.g. Microsoft products) and/or applications software and systems unique to a specialized program.
7. May use mechanical, scientific and/or technical instrumentation for some assignments.

## **MINIMUM QUALIFICATIONS**

**Varies depending on classification level and assignment. A student intern must meet the minimum qualifications to be assigned at a specific classification level.**

### **Knowledge of**

- Principles and practices of specialized field of study pertaining to the internship
- Proper business English, punctuation, spelling, and grammatical usage
- Customer service techniques for public contact in person, on the phone, and in written communications
- Computers and computer software relevant to the internship
- Methods and techniques of research and analysis relevant to the assignment

### **Ability to**

- Demonstrate effective and concise oral and written communication skills
- Utilize standard office software such as Microsoft Office products and learn and effectively utilize specialized computer software and systems relevant to the assignment
- Understand, interpret, and apply pertinent laws, rules, regulations, policies, and procedures
- Work independently, or in groups, to meet assigned deadlines
- Be detail oriented, well organized, and a self-starter
- Work effectively and cooperatively with employees, clients, constituents, and the public

### ***Education***

#### All Levels

**Education related to academic major or academic coursework is required.**

#### Undergraduate Intern

Current enrollment in or graduation within the last six (6) months from an accredited college or university Associate's or Bachelor's Degree program; coursework or a degree program in an academic discipline related to the area of assignment.

#### Graduate Intern

Current enrollment in or graduation within the last six (6) months from an accredited college or university Master's Degree (or higher level) program; coursework in an academic discipline related to the area of assignment.

#### Technical Intern

Current enrollment in or graduation within the last six (6) months from an accredited, post-secondary educational or technical/vocational institution; technology/vocational coursework or a degree program related to a specialized field of study.

#### ***License/Certification***

Possession of a valid California Class C Driver's License or the ability to use an alternative method of transportation to carry out the essential functions of the job may be required by date of appointment for certain assignments.

### **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

In addition to the standard requirements and conditions listed for all positions, some assignments may require the additional physical and mental capabilities and/or the ability to work in the more diverse environmental conditions listed for some positions as indicated below.

#### ***Physical Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop, and bend routinely to perform daily tasks and to access a standard office environment; repetitive and fine manipulation use of both hands; possess manual dexterity sufficient to use hands, arms, and shoulders repetitively to operate a keyboard, utilize standard office equipment, and the ability to write.

Depending on assignment, may be required to possess one or more of the following: the ability to climb, bend, stoop, twist, and reach overhead in rugged conditions to review/evaluate work; manual dexterity and bodily movement sufficient to operate various types of equipment in extreme conditions; simple to power grasping with both hands and the ability to lift up to 50 pounds.

#### ***Mental Requirements***

Possess the ability to independently reason logically to analyze data, reach conclusions, and make recommendations. Depending on assignment, may be required to possess the ability to handle emotional client situations effectively.

#### ***Environmental and Working Conditions***

Work is performed primarily in a standard office setting with some travel to different sites; incumbents may

be required to work extended hours including evenings and weekends. Some assignments may require incumbents to work in a laboratory, clinical or field environment.

Depending on assignment, may be required to function in one or more of the following: uneven terrain, construction sites, inclement weather, heavily populated clinic or program settings with ill or highly emotional clientele.

***Special Requirements***

For assignments with some County of Orange Law Enforcement agencies/departments, candidates must pass an extensive background investigation to the satisfaction of the hiring agency/department. Candidates must not have been convicted of a felony or be on any form of formal probation. All employment offers are contingent upon successful completion of a thorough background investigation to the satisfaction of the hiring agency/department.

**CLASS HISTORY**

Established: 08/16/2019