

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: STUDENT INTERN**

**DATE: 5/31/2006**

**JOB CODE: 91903**

**FLSA STATUS: NON-EXEMPT**

**UNIT REPRESENTATION:**

*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.*

## **DUTIES SUMMARY**

Under direct supervision, to assist in and learn to perform basic, routine tasks and duties within the Water Department; and to perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

The class of Student Intern is an entry level, part-time position. The incumbents assist in the performance of Water Department work for the purpose of gaining experience and training. Supervision is received from an experienced employee. Incumbents may work for up to 40 hours per week not to exceed 1000 hours per year. Incumbents will be appointed for no more than a one year period at such time, the Student Intern may re-apply for the position and at the discretion of the Water Department the Student Intern will be afforded the opportunity for one more year of employment.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provides courteous and expeditious customer service to the general public and City Department staff;
- Routinely adheres to and maintains a positive attitude towards City and department goals;
- Operates a variety of office machines; copies, collates, staples and otherwise binds a variety of materials;
- Assists in maintaining accurate files, applications, and various documents;
- Makes mathematical calculations; checks various statistical and accounting tables and reports; audits accounts, records, programs and cash;

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Basic record keeping methods;
- Modern office procedures, methods and equipment including computers and related software;
- Basic principles of mathematics;
- Receptionist and telephone techniques;
- Correct English usage, spelling, grammar and punctuation;
- Basic principles of filing.

### **Ability to:**

- Computer keyboard and/or typewriter;
- Speak clearly and distinctly;
- Write legibly;
- Establish and maintain effective relationships with those contacted in the course of work.

## **MINIMUM QUALIFICATIONS**

**Education:** Graduation from high school, or equivalent,

And

Be students or continuing students who are a minimum of 18 years of age, currently enrolled in an institution of higher learning, with a minimum of six units per semester/quarter, be in good standing academically and capable of performing assigned duties as specified, and not otherwise employed.

**Certificates:** Must provide report card at the end of each semester or quarter.

## **NECESSARY SPECIAL REQUIREMENTS**

Participants must be students or continuing students who are between semesters, 18 years of age or older, capable of performing assigned duties as specified, and not otherwise employed.

## **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio

range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.