

ADMINISTRATIVE INTERN

Definition:

Under close supervision, to assist with the technical or professional work in a County department; and to do related work as required.

Distinguishing Characteristics

Employment in this classification is restricted to full-time students enrolled in a college curriculum leading to a bachelor's degree. It provides a means of summer or short-term employment whereby students may become familiar with the practical application of course studies. Employment in this classification is restricted to temporary appointments while pursuing college studies. No full-time permanent appointments will be made.

Essential Functions:

- Performs a variety of work assignments in various county departments.
- Assists in preparing or analyzing budget requests, organizational and procedural studies, classification and pay studies and training programs.
- Gathers and analyzes data; prepares correspondence and reports.
- Interviews and consults with officials, employees, business representatives and interested persons or groups.
- May be required to be familiar with laws, rules, policies and procedures.

Other Functions:

- Performs other job-related duties as required.

Employment Standards:

Completion of two years of college in a curriculum leading to a bachelor's degree in public or business administration or related field.

Ability to: learn and perform varied types of administrative work; interview effectively; prepare correspondence and reports; establish and maintain effective working relationships with employees and the general public.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.