

INFORMATION TECHNOLOGY INTERN

Definition:

Under direct supervision, learns to perform a variety of technical, analytical, programming and skilled duties in the operation of enterprise, client/server and desktop computer systems and networks.

Distinguishing Characteristics

The Information Technology Intern is restricted to students enrolled in a college curriculum leading to a degree in computer studies or information systems. This classification is designed to provide students the opportunity to receive training and perform routine tasks relative to the assignment for which they are training.

Employment in this classification is restricted to nine months while students are pursuing college studies. No full-time permanent appointments will be made.

Essential Functions:

- Learns to perform a variety of technical and analytical work assignments in various County departments.
- Learn fundamentals and skills necessary to code basic programs from pre-defined program specifications.
- Learns to maintain, troubleshoot and repair information technology equipment.
- Learns to analyze, research, and assist with resolving technical problems with software and hardware.
- Learns to manage multiple requests for assistance concerning desktop and computer related problems; coordinates repairs with appropriate vendors; and documents service repair activities.
- Performs other job-related duties as required.

Employment Standards:

Completion of thirty (30) semester or forty-five (45) quarter units from an accredited college or university with course work in computer studies, information systems or related field.

Knowledge of: computer logic and mathematics; basic operational characteristics of computer software and hardware equipment.

Ability to: learn and perform varied types of technical, programming, and analytical work; understand the operational characteristics of enterprise, client/server and network systems; analyze data and reason logically; communicate clearly and concisely, orally and in writing; follow oral and written instructions; and establish and maintain effective work relationships with staff, other County departments, public and private agencies.

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.

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