

## STUDENT INTERN I

### **Definition:**

A High School student who, under close supervision, assists with the performance of work activities in a County department; and to do related work as required.

### **Distinguishing Characteristics**

High School level students enrolled in regular high-school classes, or enrolled in an alternative vocational high school, or working toward high school equivalency, which are closely supervised and work as assistants. They are responsible for learning the Division's or Department's policies, procedures and methods of operation; collecting and tabulating data; and learning how to interpret such.

### **Essential Functions:**

- Assists in the performance of a variety of work assignments in various county departments.
- Gathers information and knowledge about skills and standard work procedures for the area of the internship assignment.
- Performs basic tasks and learns skills to operate within the scope of their internship assignment.
- Other duties as assigned.

### **Employment Standards:**

- Be a High School student enrolled in regular high-school classes, or enrolled in an alternative high school, a vocational high school, or working toward high school equivalency from an accredited high school, adult school or vocational education institution.
- Be a U.S. citizen, lawful permanent resident alien, or a non-citizen with proof of eligibility to work in the United States. Individuals under the age of eighteen will require a work permit, which may be obtained through the high school counselor or the Employment Development Department.
- Be enrolled in an accredited institution or a school licensed by a state agency or have graduated from such an institution or school within the last six months.
- Have an overall grade point average (G.P.A.) of at least 2.5 on a four-point scale.
- Submit a completed application for employment and a copy of the most recent educational transcript verifying academic standing.

**Ability to:** learn and perform varied types of work in the area of assignment; collect and apply data used in the performance of assigned duties; establish and maintain effective working relationships with employees and the general public.

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.