

STUDENT INTERN

DISTINGUISHING FEATURES OF THE CLASS: This position involves a variety of duties assigned to students, in a government agency. Work is generally performed under close supervision of a superior. Work involves the performance of both skilled and unskilled tasks and may also be project based.

TYPICAL WORK ACTIVITIES:

Sorts, indexes, and files material alphabetically and materially;

Answers phones and directs calls to the appropriate individual or takes messages as necessary;

Perform data entry operations;

Assists customers with computer related questions;

May assist with projects as assigned by supervisor;

May perform simple clerical/accounting tasks;

Assigned various other duties as required by the agency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Ability and willingness to learn; ability to follow oral and written instructions; ability to develop effective working relationships and deal diplomatically with the public; and good judgment.

MINIMUM QUALIFICATIONS:

The only requirement is that the student intern be enrolled as a student in a high school or college.

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Last Reviewed: 6/03/99

Jurisdictional Class: laborer

Public Hearing: yes

NYS Civil Service Commission Approval: yes

Placed in Classplan on 7/17/03

Revised and Replaced in Classplan: 3/29/2023