CITY OF LINCOLN

College Intern

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION
In a learning capacity, assists in performing various types of work and assignments at the paraprofessional/technical level in City departments directly related to the education program of the student.

DISTINGUISHING CHARACTERISTICS
Employment in this class is restricted to students enrolled part-time or full-time in an accredited college or university curriculum leading to a degree in a field related to the work assignment hired to perform. It provides a means of employment whereby students may become familiar with the practical application of their program theory during the college course of study and for a limited duration following the completion of the program degree. No full-time regular appointments will be made from this class.

SUPERVISION RECEIVED/EXERCISED:

Works under close supervision of a professional or technical City staff member in a learning capacity.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Perform a variety of paraprofessional/technical duties in various departments in the City.

- Assist in research projects, special reports, and special departmental problems.

- Gather, compile, tabulate, and report statistical and other data.

- Acquire working knowledge of department practices, procedures, equipment, and organizational systems.

- Respond to citizen inquires and complaints.

- Prepare reports and correspondence.

- Assist in field work.

- Deliver materials to other locations and make site visits.

- Perform related duties as assigned.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:
Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighing up to 10 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:
Academic status at an accredited college or university taking courses as a part-time or full-time student (as defined by the school) leading to a degree and/or certificate in a field related to the work to be performed. Students must be currently enrolled in courses of study / degree program OR a recent graduate who has obtained their applicable degree within the past year.

Students are no longer eligible to apply for this classification after twelve months of graduation and having earned a degree in the related field of study. For students who have graduated and earned his/her degree, their term shall be limited to 12 months.

License or Certificate:
Most positions require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Knowledge of:
- Simple research and statistical methods.
- English usage, spelling, and punctuation.
- Basic mathematical computations.

Ability to:
- Communicate clearly and concisely in English, both orally and in writing.

- Establish and maintain effective, cooperative working relationships.
- Follow administrative and technical procedures and instructions.
- Use computers, common software packages, and related equipment.
- Prepare reports and correspondence.
- Apply coursework in the specific career field to assigned duties.

FLSA Status: Non-exempt
Employee Group: N/A-Unrepresented
Tenure: Temporary