

CITY OF RIALTO

Approved by City Council:
FLSA Exemption Status: Non-Exempt
No

Group: Part-Time / At-Will
DOT Participant:

HIGH SCHOOL INTERN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

This is an entry-level position giving incumbents the opportunity to learn office processes, terminology, and equipment. Tasks are, therefore, routine and general in nature, and employee receives close supervision. The internship is designed to give students the experience of local government by working side by side with city employees, department manager, elected officials, and/or community leaders.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Answers, screens, and refers telephone calls, and takes messages.
2. Communicates via email, phone, or in person with members of the public, employees, and other individuals providing answers to questions, disseminating or explaining information, receiving information, and addressing routine issues.
3. Retrieves, copies, compiles, collates, laminates, distributes, and shreds various documents and materials.
4. Operates various office machines such as photocopiers, scanners, fax machines, voicemail systems, and personal computers.
5. Operates software systems to input data and generate reports.
6. Files digital/paper documents and creates digital/paper file folders.
7. Enters and calculates data to generate reports.
8. Gathers information from a variety of sources.
9. Assists in the preparation of large mailings.
10. Opens, time-stamps, and distributes office mail.
11. Orders, receives, sorts, distributes and maintains inventory of supplies.
12. Performs other related duties as directed.

MINIMUM QUALIFICATIONS

Work Permit Requirement: Must possess a valid Permit to Employ and Work prior to starting employment.

EXPERIENCE AND TRAINING GUIDELINES *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience: No experience required.

Education: Currently enrolled in high school as a high school student.

Knowledge of:

- Modern office practices, procedures and equipment.
- Telephone etiquette.
- Filing and record-keeping techniques and systems.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

CITY OF RIALTO
High School Intern - (Continued)

- Microsoft Word, Excel, Outlook, and Internet browsers.

Ability to:

- Operate a computer and appropriate software applications.
- Understand and interpret written material, including technical manuals, rules, regulations, instructions, reports, charts, or tables.
- Communicate orally for the purpose of providing and obtaining information.
- Accurately type using a computer keyboard.
- Establish and maintain cooperative working relationships with others.
- Manage time and prioritize tasks to meet deadlines.
- Listen attentively and comprehend verbal and non-verbal cues.
- Demonstrate diligence in attending to details and quality.
- Understand the importance of attendance, punctuality, and follow through.
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- Understand and meet the needs of customers.
- Be trustworthy and responsible for one's own actions.
- Work effectively as part of a team.

PHYSICAL DEMANDS

Employees in this classification stand, walk, sit, reach, lift up to 25 pounds, carry, push, pull, stoop/kneel, balance, bend repeatedly, repetitively use fingers, repetitively twist or apply pressure using wrists or hands, use both hands simultaneously, use rapid mental/muscular coordination simultaneously, speak clearly, hear normal voice conversation, see near and far, use depth perception, see small details, use a computer, and telephone.

WORK ENVIRONMENT

Employees in this classification work inside, in direct contact with public, students, and other City staff, with exposure to dust and contagious illnesses (cold, flu, etc.), with a high volume of work and tight deadlines, and with continuously changing priorities and interruptions.