



CLASS SPECIFICATION

Class Code: 0040
Date Est: 07/1973
Last Rev: 07/2018
Last Title Chg:
FLSA: non-exempt
Probation: N/A

PUBLIC SERVICE INTERN

DEFINITION

Under supervision, receives training and develops knowledge of an assigned area in order to conduct research and complete assignments within a County Department; and performs related work as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

Enrollment in an accredited college or university in pursuit of a bachelor's degree is required; OR enrollment in a recognized master's degree program. Course work, prior or current, must include a minimum of 3 units pertinent to the operations of the hiring department.

LICENSE OR CERTIFICATE

Depending on area of assignment, a valid driver's license may be required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is a special classification for students currently enrolled in an accredited college or university with major course work in a field related to Washoe County Government operations and functions.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Complete a variety of assignments related to a particular County function, applying principles and practices of a professional course of study, to assist with the operations and functions of an assigned area of County government.

Compile data and analyze findings to detect trends and project future conditions relating to an assigned project.

Operate a variety of office equipment and technical tools related to job assignments.

Assist in developing technical reports for distribution to various officials and members of the public; may develop and make presentations.

Communicate with members of the general public, officials from other agencies and community groups to gather information necessary to complete assignments and projects.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Organization, functions, programs and policies of Washoe County government.

County wide personnel policies such as affirmative action, sexual harassment, discrimination and EEO.

Computer software applications specific to a department or division.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Principles, methods and problems of organization and management with particular reference to government functions and operations.

Principles and techniques of data collection and summary reporting.

Principles of report writing.

Ability to:

Complete assignments, research, and projects related to an assigned area of County government, to assist with its operations and functions.

Operate a personal computer and a variety of software packages.

Perform a variety of analytical studies.

Collect, organize and analyze data and information related to an assigned department's functions and operations.

Learn, interpret and apply regulations, policies and procedures.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

Communicate in a clear, concise manner, both orally and in writing.

Establish and maintain effective working relationships with those contacted during the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment; ability to use office equipment including personal computers, telephones, calculators, copiers and fax machines. Some positions may include outdoor assignments.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.