



## **City of Laguna Niguel Job Description**

### **ADMINISTRATIVE INTERN PT**

Maintenance, Clerical, and Technical Unit  
FLSA: Non-exempt

#### **DEFINITION**

Perform a variety of administrative duties in support of assigned City department; research, write, and present reports and recommendations.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Middle Management staff.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Assist management staff and learn to perform a variety of tasks related to the assigned department.
- ◆ Compile materials and assist in the preparation of reports and publications.
- ◆ Conduct surveys; compile and analyze data; make recommendations on the formulation of policy and procedures.
- ◆ Research, write, and present reports and recommendations on a variety of municipal government topics.
- ◆ May perform clerical or technical tasks in support of City programs.
- ◆ Perform related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- ◆ Variety of computer applications.
- ◆ Basic functions of local government.
- ◆ Modern office methods, procedures, and computer equipment.

##### **Ability to:**

- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Research and review organizational and municipal issues.
- ◆ Make recommendations for and implement effective courses of action.
- ◆ Work well with members of the public and various City staff.

**Experience and Training:**

*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:*

Some experience working in a local government setting.

Equivalent to a bachelor's degree from an accredited college or university with coursework in a field related to work performed in the assigned department.

**Licenses:**

Possession of, or ability to obtain, a valid California Driver's License.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.