



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.