

Chautauqua County
Labor Class

INTERN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, for a fixed term of less than 1 year, performs a wide variety of duties designed to provide a county department or municipality with some extra help and to give the employee some worthwhile experience in government; does related work as required.

TYPICAL WORK ACTIVITIES:

Works with the individual Department or Municipal Head or other supervisor on special projects and reports;

Prepares findings and recommendations on the reports;

Learns the over-all operation of the department or municipality and its governmental role;

Attends meetings, conducts interviews and does research in gathering necessary data.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to write clearly and concisely; ability to understand and carry out oral and written directions; accuracy; mental and physical alertness; neatness; tact; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

Replaces Summer Intern 12/1/95
Revised (format) 10/22/2012