

GLYNN COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ADMINISTRATIVE INTERN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in performing various types of work and assignments at the paraprofessional level in County departments directly related to the education program of the intern, while under close supervision of a professional County staff member in a learning capacity.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs a variety of entry-level administrative staff duties and assists higher-level personnel in research and analysis related to areas such as administrative regulations, policies, processes, procedures, systems, methods, reports, and forms, while learning the fundamental mission, structure, and operations within the department.

Applies basic statistical and management analysis techniques or, with detailed instructions, advanced statistical and management techniques in analyzing data.

Fully utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.

Prepares reports, presentations, operational documents and correspondence activities subject to review and editing by higher-level staff members.

Provides liaison and staff support to a variety of committees and commissions.

Maintains accurate records and files related to the areas of assignment.

ADDITIONAL FUNCTIONS

Performs a wide variety of paraprofessional, technical, and/or clerical tasks during peak workload periods or in the absence of assigned personnel.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Must be currently enrolled as a Junior/Senior in a four-year degree program or be enrolled in a graduate program at an accredited university or college with at least a GPA of 3.0 or the equivalent. Must have the necessary experience or education in a field related to the work that is to be performed.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion, and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Glynn County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.