

NEW CASTLE COUNTY GOVERNMENT

Number 0705

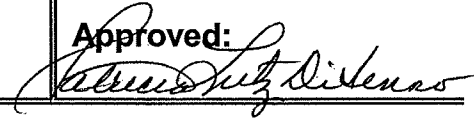
CLASS SPECIFICATION

Page 1 of 2

Date 11/01/03

Title: INTERN

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional duties as part of an educational program to support management in the administration of a specialized, departmental function; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs varied and independent work on special projects, reports, and surveys in order to provide professional support to management in the administration of a specialized, project-oriented departmental function. An Intern will be provided with a real work experience against which to test classroom work and to gain insight into professionals at work. An Intern will be provided the opportunity to gain an overall view of a particular department or function in order to develop a comprehensive perspective on their work assignments and their career field. Interns work under direct supervision and receive work assignments that provide them with an opportunity for learning and professional development.

EXAMPLES OF WORK: (Illustrative only)

- Collects statistics for the development of special reports supporting management on specific subjects;
- Participates in developing housing assistance plans;
- Collects information for various directories;
- Designs and analyzes health care surveys;
- Reviews personnel, payroll, and pension records for audits;
- Develops satisfaction surveys;
- Assists in developing plans for economic development;
- Researches environmental policy issues;
- Files and catalogs property identification information;
- Conducts surveys and interviews relating to a specific research project;
- Assists in research projects;
- Researches requests for zoning, land-use and sub-development;
- Conducts sampling studies and research for library-related projects;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

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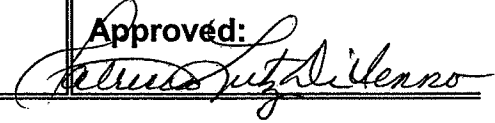
Page 2 of 2

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of public administration and management; good analytical skills; ability to research and analyze data to identify problem areas and to make practical recommendations for solutions to these problems; ability to communicate courteously and effectively, both verbally and in writing; ability to learn to operate computerized equipment; ability to prepare clear, concise reports; ability to plan, organize, and coordinate special projects; initiative and resourcefulness; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: Currently enrolled in a Bachelor's or Master's Degree program with an accredited college or university in a field related to the department to which the position is assigned.

HISTORY OF REVISIONS:

Established: 04/27/93
Revised: 05/01/99
Revised: 11/01/03