

CITY OF LINCOLN HIGH SCHOOL INTERN

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under direct supervision, to perform basic administrative support and technical duties that provide on-the-job training to help high school students successfully enter the workforce and to do other work as required.

DISTINGUISHING CHARACTERISTICS

This is a city-wide classification which allows departments to provide internship opportunities to high school students and offers meaningful and educational entry-level experiences, allowing interns to gain hands-on work experience, learn practical skills, and enrich their high school coursework.

Incumbents perform administrative and technical support duties; they handle routine tasks with increasing independence. Decisions made or actions taken require higher-level review, and work is checked for progress and reviewed for quality and compliance with policies and procedures.

The Intern series consists of two levels based on the level of education the intern is pursuing: High School Intern and College Intern. Internships are typically unpaid; however, they may be paid depending on circumstances such as partnership agreements with educational institutions, non-profit organizations, or other internship programs. The number of hours and time of day worked will be assigned in accordance with State and Federal labor laws.

ESSENTIAL FUNCTIONS *(Include but are not limited to the following):*

- Performs basic and routine administrative support and technical duties.
- Performs customer service duties that include dealing with the public, other departments and outside agencies.
- Answers routine questions and refer customers and the general public to appropriate staff.
- Attends and participates in staff meetings, trainings and workshops which provide for an increasing awareness of general knowledge of programs and current practices.
- May assist professional staff in phases of more complex work.
- Participates in various phases of a planned training and evaluation internship program; collaborates closely with assigned mentor(s).
- Performs duties that help the student learn policy, procedures, guidelines and standards for successful work performance.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination while using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

MINIMUM QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification:

- Must be at least 14 years of age.
- Must be registered as a high school student.

KNOWLEDGE SKILLS AND ABILITIES

Ability to learn and perform assigned work; follow oral instructions; work cooperatively with staff; communicate effectively with all levels and read and write English at a level appropriate to the position.

FLSA: Non-Exempt

Employee Group: N/A

Adopted: October 2024