

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Temporary Summer Intern

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JOB RESPONSIBILITIES: Under immediate supervision, performs general office work and simple clerical tasks for various City departments/offices.
Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Continuation of secondary education (high school or GED) or equivalent, must execute valid Minor Employment Agreement.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

None.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
70-85	1. Performs general office work and simple clerical tasks (copies documents, files documents, locates documents, enters data, scans and saves documents according to procedure, light typing, creation of spreadsheets/documents, etc.).	1. Knowledge of (1) City, Department, and Division policies and procedures;* (2) office practices and procedures;* (3) English spelling and grammar; skill in (4) typing, (5) modern office equipment,* (6) computer operation; ability to (7) communicate effectively, follow detailed instructions, prepare accurate documentation, (8) work independently or with others, (9) develop and maintain effective working relationships, (10) calculate fractions, decimals, and percentages, (11) carry out instructions in written, oral, or picture form.
15-30%	2. Performs other duties as assigned.	

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Developed by Clemans, Nelson & Associates, Inc

Approval Date_____