

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Student Intern

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JOB RESPONSIBILITIES: Under general supervision, performs general office work and provides support and assistance to Department Head and department personnel as assigned.
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]
40%	1. Assists the Department Head and other department personnel in general office support tasks, assignments, and projects.	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.

TITLE: Student Intern

Developed by Clemans, Nelson & Associates, Inc

Approval Date_____

{1/26/2017 CLAVNCI 00185409.DOC }

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% 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]
30%	2. 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.).	2. Knowledge of (1);* (2);* (3); skill in (4), (5),* (6); ability to (7), (8), (9), (10), (11).
30%	3. Performs other duties as assigned.	

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