

## ADMINISTRATIVE INTERN

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this class performs special projects of an administrative nature while on assignment to one of the municipal departments for varying periods of time. Projects carried out by this position are not part of the regular routine of the department, but are projects of an in-training service nature designed to provide maximum exposure to municipal departments, operations and officials. Considerable leeway is permitted the position as to methods employed or projects or project selection, with department heads and deputies available for guidance. Supervision is not a responsibility of this position. The term of this appointment is limited to one (1) year. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Specific duties will vary with each position assignment and according to the department to which assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public administration; good knowledge of the municipal government organization, operation, and function; ability to deal effectively with people; ability to carry out project assignments of a broadly defined nature requiring a high degree of initiative; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Satisfactory completion of 60 college credits\* from a recognized college or university and two (2) years office support, staff or administrative experience in a public or private sector agency.

SUBSTITUTION: Satisfactory completion of an additional 30 college credits\* may be substituted on a year for year basis for each year of the above stated work experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

Towns, Villages  
Cities of Rye & Peekskill  
J C.: Non-Competitive  
CSB1  
1b

Job Class Code: 0169