

CITY OF NEWBERG

POSITION DESCRIPTION

Class Title:	Office Intern	Range:	NA - unpaid
Department:	Varies	FLSA Status:	Part Time 8 - 10 Hours Max
Division:	Varies	Date:	January 2022

GENERAL STATEMENT

An office intern will provide a variety of clerical support to city staff by verifying documents, and paper records; limited bookkeeping or data input operations; conveying messages received via telephone, email, voice mail or other means to the appropriate members of staff, assisting with scanning, organizing and optical character recognition of documents files and data.

The office intern will be offered monthly educational opportunities as well as a \$400 per month stipend to cover travel and lunch expenses. Each office inter engagement will be for two college semesters. In general office intern applicants must be 18 years of age or older, although exceptions may be made on a case-by-case basis.

SUPERVISION RECEIVED

Receives mentorship and direction from an assigned staff member, and the general guidance of the intern coordinator. Work is reviewed to ensure instructions are followed and in conformance with established City of Newberg practice.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of assignments using manual and computerized methods. Duties listed below are intended to be descriptive and not restrictive. This position classification may perform any of the tasks listed; however, these examples do not include all the tasks which an intern may be expected to perform.

General Duties:

1. General clerical duties including photocopying, proof reading and mailing.
2. Maintain and retrieve documents from electronic and hard copy filing systems.
3. Handle requests for information and data.
4. Resolve simple administrative problems and inquiries.
5. Prepare written responses to routine inquiries as directed.
6. Prepare and modify documents including correspondence, reports, drafts, memos, and emails.

7. Scan, file or conduct optical character recognition on a wide variety of files and documents.
8. Open, sort and distribute incoming correspondence.
9. Coordinate maintenance of office equipment and maintain office supply inventories.

QUALIFICATIONS

Education and Experience:

Graduation from high school or GED and currently enrolled in college.

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

Special Requirements:

Must complete a successful criminal background check and IT training program.

Knowledge, Skills & Abilities:

Knowledge of standard office practices and procedures for maintaining and setting up manual and electronic files.

Skill in utilizing applicable computer applications effectively in support of functional area.

Ability to prepare clear and concise records, reports, and files.

Ability to gather and correlate data from a variety of sources.

Ability to establish and maintain positive and cooperative working relationships with other employees and the public.

Ability to communicate effectively, both orally and in writing.

Ability to review documents for accuracy and obtain information from task related documents.

TOOLS AND EQUIPMENT USED

Assigned computer, including word processing, spreadsheet, and data base and possibly computer-aided-design software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to thirty-five (35) pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a student intern encounters while performing the essential functions of this job.

Work is performed mostly in office settings. Some outdoor work might be required at public facing events.

The noise level in the work environment is usually quiet to moderate.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: January 2022