

MAIN SAN GABRIEL BASIN WATERMASTER

CLASS SPECIFICATION

Job Code: WMS1
FLSA Status: Non-Exempt
Effective Date: 11/25/24

CLASS TITLE: STUDENT INTERN
SALARY RANGE: \$25.00/Hourly PART-TIME

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction of the Administration Manager, and the indirect supervision of the Assistant Executive Officer and Executive Officer, performs a wide variety of responsible support functions including typing, data entry, document scanning, filing, receptionist duties; and performs related administrative duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Answer telephones, screen and route calls as appropriate.
2. Type correspondence, reports, and other items as directed by the Administration Manager, or as requested by other management staff.
3. Prepare (type/scan/copy/collate) and distribute agendas, minutes, and other meeting materials as instructed.
4. Assist Senior Accountant with routine accounting tasks such as accounts receivables and payables.
5. Coordinate supply orders including office supplies, meeting supplies and lunches as directed.
6. Prepare conference and board rooms for meetings.
7. Maintain and stock office facilities.
8. Open and distribute daily mail.
9. Research and distribute daily news articles.
10. Maintain files and filing system, both electronic and hard copies, consistent with agency's records retention and destruction protocols.
11. Assist other staff members on projects and assignments as requested.
12. Use discretion regarding the handling of sensitive financial and/or proprietary information.
13. Perform other duties as assigned.

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REPORTING RELATIONSHIPS

- Report to the Administration Manager

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Standard office practices and procedures.

Customer service practices and telephone etiquette.

Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.

Agency organization, rules, policies and procedures applicable to daily operations.

Safety policies and safe work practices applicable to the assignment.

Uses and operations of general office equipment, phone systems, computers, and Microsoft Office software programs.

Ability to:

Operate a computer, standard business software systems and learn new software systems as assigned.

Manage work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.

Communicate effectively, both orally and in writing.

Understand and follow written and oral instructions.

Establish and maintain effective working relationships with all those encountered in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Currently enrolled as a college student with a good GPA(3.5) looking to further their experience in an Administrative or Engineering setting.

Experience:

Ability to communicate effectively with staff, visitors, and the public. Some experience with volunteer or other internships in an office setting preferred.

License or Certificate:

A valid Student Work Permit will be required upon appointment if the applicant is not 18 years of age at the time of appointment.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with potential off-site field visits.

Physical: While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.