

LEGISLATIVE INTERN
(Part-time)

DEFINITION

Under direction, provides technical and administrative assistance to City staff as part of the City of Stockton's Internship Program (COSIP). Assignments involve research, collection of data, liaison with a variety of governmental staff at multiple levels, and other administrative support in order to provide hands-on experience related to academic field of study. Performs other duties as assigned.

CLASS CHARACTERISTICS

Under close supervision, incumbents perform the more routine administrative support and duties while learning City policies and procedures and specific techniques related to administrative analysis. As experience is gained, assignments become more diversified and are performed under more general supervision. Students accepted into COSIP must meet the requirements and comply with the conditions set forth in the related Internship Agreement and Memorandum of Understanding. Upon completion of graduation requirements with a minimum 3.0 Grade Point Average (GPA), completion of one year or more of continuous service, and successfully passing an examination, interns in this program will have an opportunity to compete for regular, full-time employment related to their field of academic study. Internship positions will end 120 days after completion of graduation requirements.

PRINCIPAL DUTIES (Illustrative only)

- Acts as liaison between the City Council and constituents and federal, state, county, and other local agencies and organizations to discuss and resolve problems and to obtain information.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of special reports pertinent to a wide variety of community interests and governmental problems.
- Conducts specific administrative and/or research projects with other departments and/or agencies.
- Assists in compiling information and statistical data for grant and other applications.
- Prepares a variety of written and oral progress and special reports.
- Utilizes digital equipment to obtain photographs for various reports and presentations.
- Utilizes computer applications to assist with analytical studies and department projects.
- Designs information materials for brochures and electronic presentations related to department agenda items for City Council, community groups, and/or special boards and commissions.

MINIMUM QUALIFICATIONS

Education/Experience:

Current enrollment or accepted for enrollment as a degree seeking student in an accredited higher education institution with major coursework in business or public administration, urban planning, economics, political science, or a closely related field. Students must be in good academic standing with the educational institute and enrolled in a minimum of six (6) semester or nine (9) quarter units with a minimum 3.0 GPA.

Other Requirements:

- Students must maintain a minimum 3.0 GPA for continued employment.
- Internships are valid for one (1) academic year and must be renewed each year.
- Students must meet COSIP requirements to be eligible to compete for regular, full-time employment after graduation.
- Specified positions may require a California Class C driver's license.

Knowledge of:

- City government functions and organization;
- The basic principles of effective oral and written communication;
- Public relations techniques;
- Methods of gathering and organizing data;
- Methods of researching and verifying information and using source materials;
- Basic use of computers and modern office automation technology and computer software programs relevant to department operations; and
- Internet and e-mail.

Skill in:

- Collecting and analyzing information and data;
- Analyzing complex issues and problems, evaluating alternatives, and recommending practical solutions all while exercising sensitivity in these areas;
- Communicating effectively, both orally and in writing;
- Effectively establishing and maintaining valuable working relationships with a wide variety of individuals from varied backgrounds, including government officials, other employees and the public;
- Preparing clear, concise, and accurate reports, correspondence, and other written materials;
- Operating computers and related software; and
- Providing attention to detail.