

City of Stockton

Established:	7/1/99
Resolution:	CC99-0295
Spec Adopted:	3/21/06
Resolution:	CC06-0138
CS Status:	Unclassified
Unit:	Not Applicable
FLSA Status:	Non-Exempt

STUDENT INTERN

THE POSITION

Under close supervision, participates in on-the-job training; assists City departments in providing a wide variety of services; performs other work as required.

CLASS CHARACTERISTICS

This classification is used for temporary appointment(s) only to provide job training for regularly enrolled students. Duties will vary widely based on the training assignment and department program needs.

PRINCIPAL DUTIES (Illustrative Only)

1. Participates in supervised training programs.
2. Assists in gathering, compiling, and analyzing data.
3. May perform simple technical, clerical, or paraprofessional work.
4. May assist in developing programs and presenting reports.
5. Operates program-related equipment.
6. Makes oral and written reports.
7. May participate in community service programs.
8. Assists in cleaning and maintaining grounds, athletic fields, restrooms, tennis courts, paved areas, walkways, stairways, and medians of litter.
9. Dumps trash.
10. Washes and hoses grandstands, bleachers, etc.

MINIMUM QUALIFICATIONS

Requirements:

- Must possess sufficient strength and stamina to lift and carry up to 50 pounds.
- Some positions may require a valid Class C California driver's license.
- May be required to submit one set of fingerprints to the California Department of Justice if 18 years of age or older in accordance with State law for all public recreation employees and volunteers who have direct contact with minors (i.e., those under 18 years).
- May be required to submit to a urine drug screen as a requirement of employment if 18 years of age or older.

Appointments shall be made as follows:

- Persons appointed to temporary employment with the City in a training program that compliments his/her ongoing education as a regularly enrolled student in an accredited college or

university. "Regularly enrolled" shall mean the student is both currently enrolled in a minimum of six (6) semester or nine (9) quarter units and intends to continue that enrollment in the next regularly scheduled term. The training placement shall have the prior approval of the student's departmental advisor, and both the student's continued enrollment and the training placement are subject to review by the Director of Human Resources or his/her designee.

- Appointment of candidates who successfully qualify for training positions shall be made through a noncompetitive examination process. The special requirements of the position will be set forth by the department at the time of the examination.

Knowledge of:

- Fundamentals of department program area.
- The use of word processing or personal computing equipment.

Ability to:

- Follow instructions;
- Accept supervision and benefit from training;
- Maintain confidentiality of information;
- Communicate effectively;
- Establish and maintain cooperative working relationships with others.