

**MAJOR FUNCTIONS**

This is part-time paid part time employment opportunities for a period of six weeks. The student works under immediate supervision and receives on-the-job training in the city government field to which the position is assigned. Work is reviewed through conferences, reports and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties

This position will be assigned various administrative and or technical duties in the field to which the position is assigned. Duties may include but are not limited to: compiles and analyzes data for administrative decisions; assists in the preparation and maintenance of statistical records; assists higher-level personnel in preparing special projects, studies and conducting research; prepares reports, forms and correspondence; collects and tests samples; and performs related work as required.

Other Important Duties

None

**DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills

Knowledge of the principles and practices of office management, record keeping, statistical and fiscal processing. Knowledge of basic mathematics and accounting. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to follow oral and written instructions. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Must have successfully completed the 9<sup>th</sup> grade.

Necessary Special Requirement

At the time of application applicants must be authorized to work in the United States. Must reside within the City limits. Must be 15 - 19 years of age.

For designed positions allocated to this classification, a valid Class E State driver's license may be required at the time of appointment.

Police Department: Must be at least 18 years of age. Must be able to pass a criminal background check and CJIS certification.

Established: 01-10-19