

# MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

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## POSITION DESCRIPTION

<b>Employee Name:</b>		<b>Position Title:</b>	College Intern
<b>Class Number:</b>		<b>Class Title:</b>	College Intern
<b>Dept./Div.:</b>		<b>Employment Status:</b>	Part-time Seasonal
<b>Reports to:</b>	Assigned Department Head	<b>FLSA Status; Pay:</b>	Nonexempt
<b>Normal Hours:</b>	M-F, Hours Vary	<b>EEO Status:</b>	06 – Administrative Support
<b>DOT (closest applicable number):</b> 237.367-038			

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of thirty hours of college coursework; interest in public service careers; GPA 2.5 and above; enrolled in a College or University within the Central Ohio area; legally eligible to work in the USA.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

None

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g., Microsoft Office, Adobe, CMI, etc.), printer, copy machine, fax machine, and other standard business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 25 lbs or less; occasionally carries objects 25 lbs or less; occasionally pushes objects 25 lbs or less; occasionally pulls objects 25 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 95% (1) Performs a variety of duties assigned by the department head overseeing the intern which will assist the intern to obtain practical work experience to prepare the intern for a possible future career in public service.
- 5% (2) Maintains contact with the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions. Attends all required trainings, meetings, or orientations. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

- (3) Performs other related duties as assigned.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** \*municipal goals and objectives; \*municipal policies and procedures; \*personnel rules; \*workplace safety practices and procedures; office practices and procedures; English grammar and spelling.

**Skill in:** typing; word processing; computer operation; use of modern office equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; recognize grammatical and spelling errors; prepare routine correspondence; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; develop and maintain effective working relationships.

**POSITIONS DIRECTLY SUPERVISED:** None

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(Signature of Municipality Representative)

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(Date)

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(Signature of Employee)

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(Date)