CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 481.0

Job Title: **STUDENT INTERN I**

Pay Grade: 5

GENERAL SUMMARY:

Learns office procedures and practices and provides general assistance in an office environment.

RESPONSIBILITIES:

- May organize files, retrieve and file documents.
- May perform general clerical/receptionist functions (i.e. pick-up, sort, and distribute mail; operate fax machine and copiers; issue visitor passes; handle incoming calls).
- May enter information into the computer under well-defined and established procedures.
- May type reports and input/retrieve information from a variety of source documents.
- May assist with various projects as requested.

SPECIFICATIONS:

KNOWLEDGE:
Ability to read, write, add, subtract and follow oral and basic written instructions. May have a basic knowledge of grammar, spelling and punctuation. May require a basic knowledge of a particular subject area. (Individuals may be high school students.) Must be 16 years of age or older.

EXPERIENCE:
No experience is required.

COMPLEXITY:
Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Student Intern I

Effective: May 1991
Revised: February 2021
Revised: November 2024