



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 482.0

Job Title: **SEASONAL INTERN**

Pay Grade: 3

GENERAL SUMMARY:

Learns procedures and practices in various sectors of municipal government and provides general assistance in an office and/or outdoor 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 in various aspects of parks maintenance, community center, or pool operations
- May provide support to public health and community outreach initiatives
- May support information technology services
- May assist in communications and/or social media functions
- May support summer recreation programs
- May assist with various projects as requested, including research and financial reports.

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 or have a particular skill set. (Some individuals are high school students.) Must be between 16 and 24 years of age.

EXPERIENCE:

No experience is required.

License: None

COMPLEXITY:

Work consists of basic tasks based on experience and department needs. Involves 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.

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 routine and varies based on assignment.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc. Some positions require working outside in varied weather conditions, and the ability to use certain tools.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. Some positions are outdoors and require the ability to function in warm/hot weather conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances. Some positions require the ability to lift 30 pounds,

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:

Intern

Effective: March 2021