

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73110
Job Class Code:	430	Salary Schedule:	AREG
EEO Category:	05	Grade:	10
Workers Comp Code:	8810		

Job Code Established:	06/12/70	Effective Date:	
Job Code Revised:	07/31/78	Effective Date:	

JOB CODE SERIES: Administrative Management Series

JOB CODE TITLE: STATE SERVICE INTERN

HRIS TITLE: STATE SVC INTERN

CHARACTERISTICS OF THE CLASS: Under immediate supervision in the beginning and then general supervision after experience and training are gained, performs work of routine to average difficulty in a work experience program designed to provide the college student a positive learning and/or practical work experience in one of the administrative or professional fields in State government; and performs related work as required.

This class restricted to college students currently enrolled in an accredited college or university and pursuing a degree in or closely related to the area of assignment. No permanent positions, either full or part-time, are to be allocated to this class.

EXAMPLES OF DUTIES: In a trainee or work experience assignment in the office, laboratory or field, learns to perform work in one of the administrative or professional fields in State government; performs research and prepares reports in such administrative areas as budget analysis and control, management analysis statistics, air pollution problems, data processing, personnel management and related; and such professional areas as social work, psychology, counseling, vocational rehabilitation, forestry, parks management, wildlife management, chemistry, agriculture and related; participates in program planning, development, implementation and evaluation; performs special projects in any administrative or professional field as required; may rotate from assignment to assignment within the agency to learn and contribute to administrative or professional processes; attends counseling sessions and seminars as required; may perform other related duties.

KNOWLEDGE, ABILITIES AND SKILLS:

Skill/Ability to: establishing and maintaining effective working relationships; skill in oral and written communications.

SPECIAL SELECTION FACTORS:

Must have satisfactorily completed at least one year of academic training in an accredited college or university and be currently pursuing a degree in or closely related to the area of assignment.