
INTERN

DEFINITION

Under direction of the head of a department or program, the intern is assigned to work on various projects, for a short-term period of time. Intern in assigned department handles projects designed to be a working and learning experience in any of the several fields of that department or program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned department or program staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Incumbents are expected to complete work on various projects as assigned. They will become familiar with Authority policies and practices, gain insight to being an effective contributor within the context of projected career goals.

QUALIFICATIONS

Knowledge of:

- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Principles and procedures of record keeping and reporting.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service to public and Authority staff, in person and over the telephone.

Ability to:

- Plan or organize research.
- Learn and understand the organization and operation of the Authority to assume assigned responsibilities.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Work within a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment, including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical and

Santa Clara Valley Open Space Authority

Intern

cognitive ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Must attend, or be on a legitimate leave from, a trade school, college, or university. Academic background should be compatible to departmental assigned projects. Specific internships may require minimum coursework completed to be declared in the job announcements.

Licenses and Certifications:

- May require possession of a valid California Driver's License.

ENVIRONMENTAL ELEMENTS

Employees working in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives on sensitive issues and in interpreting and enforcing departmental policies and procedures.

Employees working in the field are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and poison oak. May involve exposure to wild and/or dangerous animals. Employees may interact with staff and/or public and private representatives on sensitive matters in interpreting and enforcing Authority policies and procedures.

WORKING CONDITIONS

Depending on assignment, may be required to work evenings, weekends, and holidays. May have to wear prescribed Authority uniform and adhere to strict safety procedures and work habits. Depending on the exposure, employee is required to wear head, hearing, eye, foot, face, hand, and full protection equipment.

EFFECTIVE: January 2023
FLSA: Non-Exempt
FORM 700: No