

SNOHOMISH COUNTY INTERNSHIP DESCRIPTION

INTERN – OFFICE ASSISTANT INTERN

Spec No. 9218

SNOHOMISH COUNTY INTERNSHIP PROGRAM

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

BASIC FUNCTION

To assist with a variety of complex office duties.

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

1. Reviews forms and documents for such things as accuracy, completeness, required stamps and signatures; forwards documents to other offices as necessary.
2. Operates standard office equipment; may perform data entry.
3. Opens, sorts, and delivers mail; prepares correspondence and related materials for outgoing mail.
4. Files materials alphabetically, numerically, and/or chronologically; retrieves materials from files as requested.
5. May prepare and type such things as notices, reports, form letters, forms, cards, documents and correspondence.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS

Must be able to show proof of enrollment in high-school or an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may either provide proof of summer or fall enrollment.

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KNOWLEDGE AND ABILITIES

Increase intern knowledge of:

- standard office practices and procedures
- the rules of grammar, spelling, punctuation and word usage
- basic arithmetic

Increase intern ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- assist the public in determining what their needs are
- quickly learn the names, locations and functions of departmental activities
- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- type accurately
- maintain records and prepare related forms, applications, documents, statements and reports
- follow oral and written instructions
- read, interpret and categorize data rapidly and accurately
- follow oral and written instructions
- operate standard office equipment including telephones, typewriters, video terminals and adding machines
- meet deadlines and cope with interruptions
- make arithmetic calculations
- maintain records and prepare required reports

SUPERVISION

Intern receives close supervision from a supervisor or administrative superior as assigned. Specific instructions are given for most assignments. The work is reviewed for completeness and accuracy or the intern performs tasks which have checks built into the nature of the work.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: June 2018

Intern Wage: Unpaid

EEO Category: 6 – Administrative Support

Workers Comp:

Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage.