



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
ADMINISTRATIVE INTERN**

Classification Specification  
(PART-TIME)

**JOB SUMMARY**

The Administrative Intern performs work under the direct supervision of a supervisor; performs limited professional administrative work with emphasis on in-service training. Work involves performing a variety of tasks on a professional level necessary to the operation of a City government, but on an in-service familiarization and training basis with productive ends. Work is reviewed through observation, conferences, review of records and reports and evaluation of performance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Administrative Intern. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Conducts special studies on city problems, analyzes results, and makes recommendations.
2. Serve as a staff assistant to full-time professional, management and executive employees;
3. Develops special research reports based on employees' academic interests which are consistent with city needs;
4. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training, & Experience**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Enrollment in or recent completion of an undergraduate or graduate program at an accredited college or university.

**Licenses; Certificates; Special Requirements:**

A valid Driver's License may be required.

## **QUALIFICATIONS**

1. English usage, spelling, grammar and punctuation;
2. Modern office methods, procedures, equipment and business letter writing.
3. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities;
4. Communicate effectively, orally and in writing;
5. Work cooperatively with other departments and outside agencies;
6. Interpret and apply departmental policies, laws, and rules;
7. Work independently in the absence of supervision;
8. Analyze situations carefully and adopt effective courses of action;
9. Compile and maintain complex and extensive records and prepare reports;
10. Understand and carry out oral and written directions;
11. To sit up to two hours at a time;
12. To bend, and stoop;
13. To get from one location to another; and
14. Lift up to 20 lbs.