



# Student Intern

Class Code:  
28383

COUNTY OF SACRAMENTO  
Established Date: Oct 11, 1996  
Revision Date: Aug 25, 2006

## SALARY RANGE

\$15.61 - \$25.89 Hourly  
\$2,716.14 - \$4,504.86 Monthly  
\$32,593.68 - \$54,058.32 Annually

### DEFINITION:

Under close supervision, incumbents in this class assist with a wide variety of tasks and activities, as required by the departmental assignment; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

Positions in the class of Student Intern are assigned to various County departments. Under close supervision, incumbents assist with administrative, specialized, professional, paraprofessional and/or technical activities. Positions vary in scope of activity, and duties performed depend upon the assigned department. Appointment to this class is restricted to students enrolled full-time in an accredited technical school, junior college, or four-year college or university. Incumbent curriculum must lead to a program certificate, Associate's, Bachelor's, or advanced degree. This class provides a means of temporary employment whereby students may become familiar with the practical application of courses being studied. Incumbents are assigned to temporary positions; no permanent appointments will be made to this class.

### EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:

Duties may include, but are not limited to, the following:

- Assists in a wide variety of tasks within a County department.
- Assists in the preparation and presentation of oral and/or written reports.
- Interviews and consults with County employees, officials, and interested persons or groups on matters related to work assignments.
- Assists in performing research for special projects, studies, surveys, and investigations.
- Assists in the collection, compilation, tabulation, and analysis of information and data.
- Assists in developing and evaluating management information systems.
- Assists in preparing, reviewing, and monitoring departmental budgets, contracts, and fiscal documents.
- Performs related duties as assigned.

### EMPLOYMENT STANDARDS

Knowledge of:

- English grammar, punctuation, spelling and usage
- Basic mathematics
- Principles of the specific career field applicable to the work assignment

Ability to:

- Research, analyze and make logical, effective recommendations
- Read and write English at a level necessary for satisfactory job performance
- Communicate clearly and concisely both orally and in writing
- Establish and maintain effective, cooperative working relationships
- Follow policies, procedures and instructions
- Use computer hardware, software applications, and related peripheral equipment
- Apply course work in the specific career field to assigned duties
- Perform research and apply mathematical formula

## **MINIMUM QUALIFICATIONS:**

Current full-time enrollment in an accredited educational institution leading to a program certificate, Associate's, Bachelor's, or advanced degree.

### GENERAL QUALIFICATIONS

#### License Requirements:

Some positions in this class require possession of a valid State of California Driver License, Class C or higher, at the time of appointment. Failure to maintain appropriate valid California Driver License constitutes cause for personnel action in accordance with Civil Service Rule 11.4. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

### SPECIAL NOTES

- The definition of full-time enrollment is that which is stated in the school's, college's or university's official catalogue.
- Departments utilizing this class are responsible for compliance with County Policies and Procedures governing student employment.
- All positions are temporary and no permanent appointments are made to this class. Participation in this program in a student status shall not exceed three (3) calendar years from initial date of appointment.
- Students shall work no more than 24 hours per week during the school term, but may work full time during school breaks or under specific school sponsored training programs.
- Students who graduate and receive a degree or certificate may remain in the class for up to one year from the date of graduation during which they may work full time.

## **PROBATIONARY PERIOD AND CLASS HISTORY INFORMATION:**

Positions in this class are temporary; there is no probationary period.

Adopted: 10/11/96

Revised: 8/25/2006

Retitled:

Class Code:

28383 - Freshman

29284 - Sophomore

29285 - Junior

29286 - Senior

29287 - Graduate  
Schematic Code: 58591C  
EEO Code: 02  
Rep Unit: 080