

TOWN OF NORTH HEMPSTEAD

DEPARTMENT: COMPTROLLER'S OFFICE

TITLE: PART-TIME ADMINISTRATIVE INTERN

GENERAL STATEMENT OF DUTIES

Learns to perform varied and special assignments; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision graduate or undergraduate students serve on a part-time, temporary basis, not to exceed the date of graduation.

TYPICAL DUTIES

1. Learns to perform varied and special assignments.
2. Learns to compile statistical data, prepares reports and estimates.
3. Learns to assist in studies of work flow and organization, and prepares charts and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Ability to learn staff assignments.
2. Ability to write and speak effectively.
3. Ability to maintain effective working relationships.

MINIMUM QUALIFICATIONS

Training and Experience

Satisfactory current full-time registration in an undergraduate or graduate program leading to a degree from a regionally accredited or New York State registered college or university.

SALARY

\$16/hour