

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2020

POSITION TITLE: **STUDENT INTERN - OFFICE ASSISTANT –
WATER USE EFFICIENCY**

GRADE LEVEL: AA

SUPERVISOR TITLE: Senior Water Resources Planner

FLSA STATUS: [] Exempt [X] Non-Exempt








DEFINITION

Under immediate supervision, to perform a variety of routine clerical duties to provide support of the water conservation programs

CLASS CHARACTERISTICS

This is a temporary entry-level position for a college student intern to work no more than 900 hours per fiscal year, or no more than 29 hours in a seven-day period. Positions assigned to this level perform limited or routine clerical duties under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Process telephone calls, taking messages when necessary, securing proper names, telephone numbers, and extensions; provides answers to general questions from the public; Greets and directs visitors to appropriate person/department
-  Respond to difficult and/or sensitive citizen complaints and inquiries
-  Operate a personal computer including word processing, graphic presentation, and desktop publishing programs
-  Coordinate assigned activities and services with other District staff, community groups and outside governmental agencies
-  Assist with water education and public information programs
-  Coordinate/participate at a wide variety of community events including those occurring outside normal working hours and on holidays and weekends
-  Assist with the District's water conservation program

- ✎ Provide clerical support and word processing assistance to District public information department
- ✎ Perform general records management duties, including creating and maintaining files
- ✎ Schedule use of community and conference rooms
- ✎ Research and retrieve actions and policies by the Board of Directors
- ✎ Order office supplies
- ✎ Project professional image
- ✎ Perform related duties or special projects as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Basic office procedures
- ✎ General filing techniques
- ✎ Standard telephone techniques
- ✎ Word processing
- ✎ Publishing layout and paste up techniques
- ✎ Modern office methods and procedures
- ✎ Operational characteristics of common word processing, graphic presentation, and desk top publishing computer applications
- ✎ Proper work safety standards

Ability to:

- ✎ Operate standard office equipment (Typewriter, copier, fax)
- ✎ Operate Personal Computer
- ✎ Type up to 50 WPM
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Present professional image and communicate effectively with others, including the public
- ✎ Organize and work on simultaneous assignments with attention to schedules and deadlines
- ✎ Prepare clear and concise memoranda and correspondence
- ✎ Establish and maintain effective working relationships with others
- ✎ Offer helpful information in order to create a favorable public image for the District
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Communicate effectively, both verbally and in writing

SELECTION GUIDELINES


The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Office Assistant – Water Use Efficiency

Experience: Six (6) to twelve (12) months of clerical experience







Education/Training: Full-time or part-time student at an accredited college, studying in the areas of business administration, environmental studies, economics, civil engineering, or related field. Must possess the ability to read and write at a level required of assigned duties

License and Certificates:

 California Class C Driver's License

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

-  Communicates verbally with District management, co-workers and the public in face-to-face, one-on-one and group settings
-  Regularly uses a telephone for communication
-  Uses office equipment such as a PC, copier, and fax machine
-  Hearing and vision within normal ranges
-  Normal standing, walking, sitting, reaching, stooping, climbing and bending
-  Lifting (up to 40 lb.) of materials

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date