



EMPLOYMENT OPPORTUNITY
AN EQUAL OPPORTUNITY EMPLOYER
30001 Ladyface Court, Agoura Hills, CA 91301 ♦ 818/597-7300

Open Until Filled

ADMINISTRATIVE INTERN I
Part-Time
\$12.58 - \$15.33/hour

THE POSITION

Under general supervision, performs specialized technical and routine administrative work; performs related duties as required.

CLASS CHARACTERISTICS

The Administrative Intern is a part-time, paraprofessional class in the administrative services. Positions allocated to the class perform varied and specialized technical assignments as well as routine administrative duties under direction. The Administrative Intern class may be utilized in various City departments.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to, the following:

1. Performs research and analysis on administrative, fiscal, and operational matters as directed; prepares reports to summarize findings and makes recommendations as to appropriate action to be taken.
2. Compiles data and prepares reports in accordance with general guidelines.
3. Assists in budget preparation, analysis, and administration; as directed, performs audits and/or maintains records of account activity; prepares projections of service volumes and related costs.
4. Participates in the preparation and revision of manuals and other administrative materials; provides administrative assistance in the implementation of new administrative procedures.
5. Responds to inquiries and provides technical and administrative assistance to resolve complaints, or refers to appropriate authority.
6. Operates a computer terminal to key data, perform file maintenance, and generate computer reports; under direction, may initiate or prepare correspondence in the performance of assigned tasks.
7. Coordinates activities with other City departments in the performance of assigned tasks; assists others in the performance of related tasks.

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of college-level courses in public administration, business administration, or a related field. Some experience related to the position assignment is desirable, but not required.

Knowledge, Skills, and Abilities

Working knowledge of methods and techniques of research, statistical analysis, and report preparation; organization and functions of the assigned municipal department; general office procedures. Ability to perform specialized, technical, and routine administrative tasks; key data and operate a computer terminal in performance of assigned tasks; conduct research, perform analysis, and prepare reports of findings; interpret and apply related laws, ordinances, and regulations; work independently; communicate effectively both orally and in writing; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

Physical Requirements

This position may require the employee to remain seated or to remain at a workstation for extended periods. This position requires the ability to communicate with the public and other employees utilizing the telephone or other communication devices, including answering and transferring in-coming call, or in person.

Licenses/Certificates

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record.

Work Environment

The employee typically works in office conditions where the noise level is frequently quiet or moderately quiet.

Filing Period

This recruitment is open until filled. Complete our application on line at www.ci.agoura-hills.ca.us or submit by mail to City of Agoura Hills, Human Resources, 30001 Ladyface Court, Agoura Hills, CA 91301. Resumes alone cannot substitute for the application. For questions, email Celeste Bird at cbird@ci.agoura-hills.ca.us

Applications and selection process

A comparative review and evaluation of all application materials submitted will be conducted and candidates who possess the most desirable qualifications will be invited to interview. Be sure to list at least one telephone number where you can be reached or a message can be retrieved after 5:00 pm. After an offer of employment is made, a criminal background investigation will be conducted.