



POSITION OPENING Information Technology Department

Student Intern-Seasonal/Summer hire

Position(s): Student Intern—one (1) vacancy

Hours: Monday-Friday(35 hours per week); 7:30am- 3:30pm

Wages: \$15.00/hour

Job Description: Perform various information technology tasks and responsibilities; General knowledge of IT terminology, hardware, software, networking and equipment

To Apply:

Submit Ontario County Application Under Current Vacancies-Seasonal:

<https://ontario-portal.mycivilservice.com/>

Click "City of Geneva-Student Intern)"

STUDENT INTERN

MINIMUM QUALIFICATIONS: Completion of one (1) year of college study from a college or university with a major in business, engineering, finance, marketing, planning, public administration, human resources, nursing, criminal justice, statistics, or a closely related field AND must be currently enrolled full-time in an accredited college degree program at time of application.

SPECIAL NOTE - TERMS: An individual may not be appointed to this title more two intern periods, which cannot be consecutive.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This is routine sub-professional work within a department involving a variety of duties which include but are not limited to the conduct of research, preparation, review, and verification of a variety of data. All work is performed under close direction and supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the preparation and review of various documents;
 Prepares complete informative reports;
 Compiles background information;
 Reviews and compiles data on contract preparation and negotiation practices and procedures used by other municipal jurisdictions;
 Assists in the preparation and review of standard departmental documents;
 Consults with key officials to resolve routine questions and refers the more complex to a superior;
 Conducts telephone interviews and compiles data;
 Prepares informative reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
 Good knowledge of research methods and techniques; good knowledge of the English language; working knowledge of government practices and procedures; ability to collect, organize and abstract various data; ability to understand, interpret and carry out written and oral instruction; tact; initiative and resourcefulness; physical condition commensurate with the demands of the position.

APPROVED: SEPTEMBER 3, 1997

REVISED: 4/17/19; 11/24/20; 5/16/23

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE