



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.co.ontario.ny.us](http://www.co.ontario.ny.us) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** \_\_\_\_\_ **POSTING DATE\*:** FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**RATE OF PAY:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

**APPLICATION DEADLINE / LAST FILING DATE\*:** \_\_\_\_\_

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

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*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

Rev. 7/22/2020

## STUDENT INTERN

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.

MINIMUM QUALIFICATIONS: Completion of one (1) year of college study from a regionally accredited 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.

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

APPROVED: SEPTEMBER 3, 1997

REVISED: 4/17/19; 11/24/20

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

(Pending Jurisdictional Classification by the NYS Civil Service Commission.)