

City of Mason
Employment Opportunity
For
Internship

Hiring Range:	\$12.00 per hour	Classification:	Classified
Reports To:	City Manager or designee	FLSA:	Non-Exempt
Working Hours:	Flexible	Status:	Internship

General Statement of Duties and Distinguishing Features of Class

To perform a wide variety of support functions for the City of Mason; provides information and assistance to the public upon request. Perform various clerical and administrative tasks for other departments as assigned.

Examples of Work (Illustrative Only)

- Demonstrates courteous, polite and respectful behavior to patrons and facility staff members.
- Maintains a visibly positive and approachable composure to promote patron-employee interaction.
- Exhibits a comprehensive knowledge of the City's facilities, services and programs, and possesses the ability to accurately answer patron inquiries in person and over the telephone.
- Conduct telephone and other communications to the department/City, in a professional and knowledgeable manner.
- Performs basic clerical functions (copies, typing, proof reading, filing, etc.), as assigned.
- Maintains a clean, neat working area.
- Assists with special events or assignments that may be operating in the evening or weekends.
- Operates various office machines and equipment, as needed.
- Prepares reports and maintains administrative records and paperwork as requested.
- Attends meetings/training sessions as requested.
- Upholds the policies and procedures of the City of Mason.
- Performs related duties and responsibilities as assigned.

Skills, Knowledge, and Abilities: The following are preferred

- Possession interest in working in local government office environment.
- High level of familiarity with Windows-based computer applications and their uses.
- Ability to prioritize and work with minimal direct supervision.
- Ability to communicate with the public on the telephone and in person.
- Previous office/clerical work experience, highly desirable.
- Ability to work a flexible schedule to cover receptionist area during normal business hours.

Physical Requirements

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

Maintain effective audio-visual discrimination and perception needed for:

- Ability to lift/carry objects up to 30 pounds.
- Work with computer screens and keyboards for extended periods
- Sitting for extended periods of time
- Operating assigned equipment
- Making observations
- Communicating with others
- Reading and writing

I understand that I am applying for employment at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.