



**Code: 0405**

Family: Clerical and Office Administration  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: General Clerical

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## **CLASS TITLE: STUDENT INTERN – CITY CLERK**

### **CHARACTERISTICS OF THE CLASS**

The Student Intern – City Clerk Program offers valuable work experience in public sector / city government operations within the Office of the City Clerk. Student Interns must work thirty-five (35) hours per week; work week may include Saturdays. Work hours are flexible to meet the needs of students and city departments.

**Internships are limited to one academic year. Students are limited to working one internship (lasting no more than one academic year) per City Department.**

### **ESSENTIAL DUTIES**

- Assigned duties specific to the operational needs of the Office of the City Clerk.
- Perform various administrative functions to support program activities
- Compile, tabulate and analyze statistical data, and research and collect information for inclusion in studies and reports
- Use various software packages to type documents, create spreadsheets and maintain databases;
- Provide general information regarding programs and services to the public
- Review and process applications for programs and services and explain program requirements to applicants
- Maintain records and prepare work reports
- Perform various office clerical functions
- Participate in the organization, set-up and administration of special events and program activities
- Perform related duties as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Must be a student in good academic standing currently enrolled in an accredited college, university, or law school **OR** a student in good academic standing currently enrolled in an accredited business or data processing/ information technology school. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.
- Must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency) throughout the duration of internship, with the exception of academic breaks, i.e. summer.

#### **Licensure, Certification, or Other Qualifications**

- Some positions may be required to have bi-lingual skills in a specific language such as Polish or Spanish based on the needs of the hiring department
- Student must maintain the required GPA throughout the duration of their employment/internship
- Must have knowledge of Microsoft Office applications – Word, Excel and Power Point

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Some knowledge of:

- administrative and clerical methods and procedures
- City government programs and services
- applicable computer software packages and applications

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

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