

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

PUBLIC SERVICE INTERN

Position Code: K7407

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, for a period not to exceed two years, receives orientation and training in the programs, legal obligations, service philosophies and operating objectives of the assigned Department in the Office of the Secretary of State; performs special projects and assists in research studies or the revision or implementation of programs and operating procedures.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives orientation and training in the programs, legal obligations, service philosophies and operating objectives and procedures of the assigned Department.
2. Performs special projects, research studies, organizational reviews, or operations or procedural studies designed to gain knowledge and understanding of Departmental functions.
3. May assist managerial, professional and technical staff in various work tasks.
4. Attends meetings, seminars, workshops, etc., to obtain knowledge of departmental operations.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires completion of 60 semester hours of undergraduate college credit.

Requires no previous experience.

Knowledge, Skills and Abilities

Requires working knowledge of business English, spelling and mathematics.

Requires ability to profit from formalized and on-the-job orientation and training.

Requires ability to express ideas clearly both orally and in writing.

Requires ability to apply knowledge gained to limited work assignments of an administrative, technical or professional nature.

PUBLIC SERVICE INTERN (Continued)

Approved by the Secretary of State Merit Commission - September 11, 1991

Effective - September 16, 1991

EXAMINATION INFORMATION

No examination - Agency-selected trainee class.