

## CITY OF TAFT

### **Extra Help Student Intern (Finance Department)**

**\$12.00 - \$16.00 per hour**  
Pay Range based on  
Qualifications and Experience

### **GENERAL PURPOSE**

The Extra-Help Student Intern is designated as a temporary assignment, has responsibility for performing a variety of tasks related to the department assigned. This classification is for a temporary position used by the City of Taft as needed. Employees may work a variety of assignments will work less than thirty (30) hours per week for a limited duration. Employees in this classification have no guarantee of hours and are not entitled to receive any City benefits with this position.

### **SUPERVISION RECEIVED**

Works under general direction of Department Head or designee depending on assignment.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This position performs and learns to perform a variety of duties and assignments in the department assigned. Typical tasks include, but are not limited to clerical duties utilizing standard office equipment, making photocopies; performing data entry; filing, preparing mass mailings; typing and word processing.

- Files documents alphabetically, numerically, or by other prescribed method; processes routine paperwork and/or forms.
- Perform a variety of financial record keeping and, cash handling and accounting duties.
- Delivers inter-departmental and office memoranda and other items for city offices or departments, makes pick-up and delivery trips to and from outside establishments as assigned.
- Perform and learn to perform a variety of duties related to the area of assignment.
- Performs other duties as assigned or as the situation dictates within the scope of this classification.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Student should be enrolled in a college/university or post-secondary educational program in the area of Finance.

Possess a valid State of California driver's license.

**Necessary Knowledge, Skills and Abilities:**

- Communicate courteously and cooperatively with other staff and the general public and work in an individual situation with minimum supervision.
- Effectively communicate orally and in writing.
- Follow supervisor's instructions correctly with minimal follow-up guidance.
- Repetitive motion, sitting, walking and or standing for long periods.
- Occasional pushing, pulling, bending, squatting and climbing.
- Color perception and use of eye/hand coordination.
- Occasional use of depth perception and peripheral vision.
- Equipment used in general office work.

**PHYSICAL DEMANDS**

Depending on the area of assignment this position may require both indoor and outdoor work is required. While performing the duties of this job, the employee regularly required to stand or walk; use handles, lift, move, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally drive to job sites.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SELECTION GUIDELINES**

City of Taft application and resume required rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.