



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Summer Intern
Department: Commissioners' Office
Position Reports to: Human Resource Administrator
Grade Level: N/A
FLSA Status: Non-Exempt
Position Type: Temporary
Bargaining Unit Status: Non-Bargaining
Date: April 15, 2019

Summary: Under the direct supervision of the Human Resource Administrator. Will be required to work on special projects as needed for the Commissioners of Clinton County Government, the Chief Clerk and Human Resource Administrator. Will work with highly confidential information and engage with a diverse group of constituents.

Essential Functions: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Assist with the updating and creation of job descriptions.
- Assist in the development and updating of organizational charts for Clinton County Government.
- Scan files for electronic storage.
- Assist with the Service Recognition event in July.
- Assist with the development of a New Hire Orientation.
- Assist with the development of a recruiting network.
- Assist Commissioners and Chief Clerks with assigned projects.
- Maintains regular and on-time attendance.
- Performs other related functions as assigned or required.

Education and Experience: A student of higher education who is proficient with Microsoft Word and Excel. Preferably studying Business, Communications, Employment Relations, or Psychology. Ability to create videos a plus.

Additional Job Requirements: Valid driver's license, satisfactory pre-employment drug screen, background check, and completion of the computer skills testing.

Performance Aptitudes:

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.



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- **Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate equipment, machinery, tools and/or materials used in performing essential functions.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractional and/or interpret graphs.
- **Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.
- **Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.
- **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.
- **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise violence, disease or pathogenic substances.

Employee Expectations:

In completing the duties and responsibilities of this position, the employee will adhere to all county policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:

The employee in this position is an at-will employee, and serves at the pleasure of the Commissioners of Clinton County. Clinton County Government is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resource Administrator to the extent that it does not constitute an undue hardship to the County.



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I have read the job description for this position, and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date