

# City of Montebello

### EMPLOYMENT OPPORTUNITY

1600 West Beverly Boulevard Montebello, California 90640 Job Line (323) 887-1380

## **INTERN**

PART-TIME AT-WILL POSITION
UP TO 19 HOURS PER WEEK MAXIMUM

FILING DEADLINE: THURSDAY, MAY 16, 2013 BY 5:30 P.M. - A completed City application must be

submitted to the Human Resources Department at 1600 W. Beverly Boulevard,

Montebello, CA 90640.

Request an application package by calling the City of Montebello Job Hot Line **323-887-1380** or on our website www.cityofmontebello.com POSTMARKS, FACSIMILES AND RESUMES IN LIEU OF A CITY APPLICATION WILL NOT BE ACCEPTED.

**SALARY RANGE:** \$ 8.80 - \$14.95/HOUR

#### THE POSITION

Under general supervision, the Intern will perform customer service and clerical duties in the **Fire Prevention Bureau of the City of Montebello Fire Department.** 

Performs a variety of office support, field work, and technical assistance to City staff to facilitate the completion of assignments; conducts research, surveys, and studies as assigned by City staff; performs a variety of duties related to special assignments and projects; responds to public inquiries; works within specific guidelines and statements of expected results with limited latitude for independent decision making; under supervision investigates, studies, analyzes, and makes reports; assists in surveying practices in other jurisdictions; assists in the preparation of proposals for new and adjusted services; assists in the preparation of procedural manuals; assembles and consolidates data for the preparation of financial studies, revenue estimates and forecasts; makes drawings and exhibits for City Council and other hearings and meetings; prepares illustrative material such as graphs and charts; performs miscellaneous office tasks such as operating duplicating equipment, filing, and recording data into record books; performs related work as assigned.

- Days and hours will be based on the Department's needs.
- Must have a valid California driver's license.

#### EMPLOYMENT STANDARDS

**EDUCATION:** Graduation from high school, G.E.D., or vocational school is desirable. College course work from an accredited college or university related to the function of the City unit for which the incumbent is to be assigned.

**WORK BACKGROUND:** Some related work or volunteer experience is highly desirable.

**KNOWLEDGE OF:** General principles, techniques, practices, and procedures of the unit of assignment; Basic mathematics; Computers and computer applications; Report writing methods and techniques; and, Effective public information and relations techniques.

#### CONDITIONS OF EMPLOYMENT

All applications will be reviewed and those applicants with the best job-related qualifications will be invited to participate in the examination process. Selected candidate(s) must successfully complete a background investigation and physical examination, which includes drug testing. At the time of appointment, employee must have required proof of authorization to work in the United States.

**M/F/D** The City of Montebello is an equal opportunity employer and does not discriminate on the basis of disability. Individuals with disabilities that require accommodation in the application or testing process, may be required to provide the Human Resources Department, **no later than the filing date**, with documentation regarding the need for accommodation.

CITY OF MONTEBELLO Human Resources Department 1600 W. BEVERLY BLVD. MONTEBELLO, CA 90640 (323) 887-1380Job Line