City of College Place  
Job Description

<table>
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<tr>
<th>TITLE: Administrative Intern</th>
<th>REPORTS TO: Police Department</th>
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<td>GRADE: Part-Time</td>
<td>SALARY RANGE: $12.00 an hour</td>
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Position Summary:

Will assists the Police Department with administrative duties such as processing and/or purging records, organizing files, scanning documents and conducting miscellaneous administrative duties as they occur.

SUPERVISION RECEIVED:

Serves under the direction of the Records Supervisor. 12.00

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Knowledgeable with Microsoft office to include Word, Excel.
2. Assist with filing and purging of documents
3. Ability to pick up, carry and move boxes up to 25 pounds in weight.
4. Ability to type, prepare and send correspondence.
5. Work in an office environment and function within a team of people.
6. Ability to walk up and down stairs.
7. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A. High School education or GED and one (1) or more years of college courses in Criminal justice, administrative support, public administration, organizational leadership, office administration, accounting or similar work experience.
B. Knowledge of computers and Microsoft office.

**KNOWLEDGE REQUIRED:**
1. Microsoft Office; Word, Excel and other programs.
2. Ability to type and complete correspondence
3. Reading and comprehension of documents and reports.
4. Filing, organizing and processing of documents.
5. Recording data accurately.

**SKILLS/ABILITIES REQUIRED**

1. Perform job duties in an office setting.
2. Perform tasks under adverse weather conditions.
3. Understand and follow detailed written and oral instructions.
4. Ability to follow instructions, tasks and assignments.
5. Ability to communicate and work with others.
6. Ability to work in a team environment.
7. Ability to pick up boxes up to 25 lbs. in weight.
8. Ability to use stairs.
9. Pass a fingerprint-based background check and Security Awareness Training (completed on site)

**WORKING CONDITIONS:**

This position will primarily perform duties within an office environment. However, some work and filing may occur within a storage room and be able to utilize stairs.

**LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington driver’s license.

**Classification History**

Created: 5/15/2017
FLSA: Non-Exempt, Non-Union

Mike Rizzitiello-City Administrator

Harvey Crowder - Mayor