



**840 Main Street
Peekskill, New York 10566**

**Office: (914) 737-3400
Fax: (914) 930-2817**

**VACANCY FOR PART-TIME
ADMINISTRATIVE INTERN (HUMAN RESOURCES DEPT)**

POSTING DATE: June 11, 2018

SALARY: \$15/HR (15 hours per week)

The City of Peekskill, located in Westchester County, is seeking a **part-time** Administrative Intern for approximately 6 weeks. The Administrative Intern is assigned to the City of Peekskill's Human Resources Department and performs a variety of projects designed to streamline the delivery of HR services to City of Peekskill Department Heads, supervisors and employees.

To apply candidates must submit a Letter of Interest, City of Peekskill Application and Resume to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail to jduncan@cityofpeekskill.com and lvera@cityofpeekskill.com. Employment Applications can be obtained from the Human Resources Office or the City's website www.cityofpeekskill.com (Human Resources Department).

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer

APPLICATION DEADLINE: June 15, 2018



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PART-TIME ADMINISTRATIVE INTERN (HUMAN RESOURCES DEPT)

(Adopted in part from Westchester County Department of Human Resources Department)

GENERAL STATEMENT OF DUTIES: Performs special training projects for the Human Resources Department over varying periods of time; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, interns undertake a variety of special projects of an administrative nature. Projects carried out by this position are projects of an in-training service nature designed to provide maximum exposure to municipal departments, operations and officials. Supervision is not a responsibility of this position. The term of this appointment is limited to one year or less.

EXAMPLES OF WORK: (Illustrative Only)

- Assists Administrative Assistant in all aspects of the review of ongoing work assignments, and special projects,
- Undertakes special projects to streamline operating procedures;
- Organizes information, including preparing lists, charts, tables and short narrative summaries;
- Recommends orally and/or by written report results of findings pertaining to specific departmental problems;
- Maintains files and records, and may coordinate follow-up procedures, to ensure activities and tasks related to projects and programs are performed on schedule;
- Maximizes the use of technology to assure programs, projects and procedures are up-to date;
- Works with Administrative Assistant to resolve work flow problems and scheduling conflicts for data processing requests;
- Uses computer applications such as spreadsheets, word processing, calendar, and e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to deal effectively with people; ability to carry out project assignments of a broadly defined nature requiring a high degree of initiative; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either (a) graduation from a recognized college or university; or (b) 60 college credits from a recognized college or university and three (3) years office support, staff or administrative experience in a public or private agency; or (c) a satisfactory equivalent combination of the foregoing training and experience.