

# CITY OF BROOKLYN

An Equal Opportunity Employer

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## **POSITION DESCRIPTION**

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<b>Position Title:</b>	Summer Intern (Building)	<b>Employee Name:</b>	
<b>Class Title:</b>	Intern	<b>Class Number:</b>	N/A
<b>Dept./Div.:</b>	Building	<b>Civil Service Status:</b>	Seasonal/Temporary
<b>Reports to:</b>	Building Commissioner	<b>FLSA Status:</b>	Non-Exempt

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### **JOB RESPONSIBILITIES:**

Under direction, performs routine and moderately complex clerical tasks in order to assist with the efficient operation of Building Department; assists Building Commissioner with the administration of the City's Exterior Maintenance Grant Program; etc.

### **QUALIFICATIONS:**

High school or GED equivalent preferably supplemented by, at a minimum, coursework in typing, computer operation, office practices and procedures; or equivalent combination of education, training, and experience necessary to perform essential functions of position. Must have valid driver's license and remain insurable under City insurance policy.

### **ESSENTIAL FUNCTIONS:** For purposes of 42 USC 12101:

- 60% 1. Assists Building Commissioner and other Building Department staff with administration of City's Exterior Maintenance Grant Program (e.g., tracks all applications, creates a metric for scoring these applications, assists residents with obtaining contractor bids and other assistance programs, performs follow-up to ensure the projects were completed so funds can be distributed to residents participating in program; etc.)
- 30% 2. Assist in exterior property maintenance inspections of residential homes and yards and serves occasionally as the initial contact point for Building Department visitors and clients in order to present a friendly, helpful, and professional image to the public; greets visitors and callers promptly; responds to routine inquiries; directs visitors and callers to appropriate parties
- 10% 3. Performs routine and moderately complex clerical tasks in order to assist with the efficient operation of Building Department (prepares outgoing mail; opens and distributes incoming mail; copies and faxes documents and replenishes paper; runs copier and postage reports; types correspondence and other documents; files records; processes receipts; accurately maintains records; etc.).
- 4. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 5. Demonstrates regular and predictable attendance.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- 1. Performs other duties as required. (0-10%)
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### LICENSURE OR CERTIFICATION REQUIREMENTS:

Certifications or licensure requirements as determined by the Building Commissioner; must have valid driver's license.

### KNOWLEDGE, SKILLS, AND ABILITIES: (\* indicates developed after employment).

**Knowledge:** department practices and procedures;\* office practices and procedures; records management; English grammar and spelling; Microsoft Office products, with particular emphasis on Microsoft Excel.\*

**Skill in:** typing; data entry; computer operation; use of modern office equipment.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; calculate fractions, decimals, and percentages; maintain records according to established procedures; communicate effectively; answer routine telephone inquiries; resolve complaints.

### EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computers, calculator, printers, copy machine, fax machine/scanner, telephone, and other modern business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may occasionally experience hostility from the general public.

**Note:** In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

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(Employee Signature)

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(Date)

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