

CITY OF BROOKLYN

An Equal Opportunity Employer

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POSITION DESCRIPTION

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

JOB RESPONSIBILITIES:

Under direction of Building Commissioner, 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:

1. 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 (80%)
2. 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.) (10%)
3. 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.) (10%)
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%)
At the conclusion of the Building Department internship, the Summer Intern may be asked, or offered, to assume duties in, and assist the Clerk of, the City of Brooklyn Mayor's Court.
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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. May also be required to operate City-owned vehicle.

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.

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.

(Employee Signature)

(Date)
