

# **Project Assistant Tompkins County**

**Department:** Various agencies throughout Tompkins County  
**Classification:** Non-competitive  
**Approved:** Bd. Res. #125 06/06/00, NC per NYS CSC 10/24/00  
**Revised:** 08/00; 01/05; 10/06; 11/07; 12/15  
**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) This internship opportunity is open to all students of Cornell University, Ithaca College, Tompkins Cortland Community College, Wells College, or any other regionally accredited college or university deemed acceptable to the Commissioner of Personnel who are not otherwise eligible for full payment through any other work-study program; OR
- (b) A candidate for this internship opportunity may also be a person who is unemployed, underemployed or an active high school student.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

Project Assistant is the title assigned to the Tompkins County Internship program. Project Assistants will be provided work assignments that are designed to provide a real world opportunity to work side-by-side with professional staff committed to teamwork and providing quality municipal services. An incumbent in this class will generally be expected to perform research and special projects as necessary. This is a unique opportunity to gain hands-on and in-depth experience in a wide variety of disciplines related to local, regional, state and federal governmental operations. Candidates meeting the eligibility criteria for the internship program as specified in the minimum qualifications section of this job description may be appointed to serve on a temporary basis at an hourly rate of pay in any of the civil divisions under the jurisdiction of Tompkins County. Project Assistant interns will generally be appointed on a temporary basis not to exceed six months. However, if it appears as though the assignment can not be completed in six months, the temporary appointment may be extended for an additional six months if it is determined by the Commissioner of Personnel to be in the best interest of the service. In no case will the Project Assistant's internship ever last for longer than eighteen months. Interns work under the direct supervision of assigned professional staff. Supervision of others is not required. The incumbent will perform all related duties as necessary.

## **TYPICAL WORK ACTIVITIES A Project Assistant will:**

- Invest themselves fully in the internship opportunity;
- Perform research and special projects as assigned;
- Extrapolate pertinent data from a wide variety of sources;
- Learn how to identify and utilize information pertinent to the assigned project;
- Prepare oral or written reports or presentations as necessary;
- Assist professional staff with the performance of their duties;
- Perform routine clerical duties in support of research and special projects as necessary;
- Use a personal computer and a wide variety of hardware and software to accomplish the goals of the research or special project;
- May be required to attend committee meetings in order to learn about committee structure and function;
- May be required to provide committee support;
- May be required to report on committee topics.

## **ENTRY LEVEL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the field in which the internship is being served;
- Working knowledge of office terminology, procedures, equipment and business English;
- Working knowledge of personal computers, a variety of peripheral hardware and software;
- Ability to understand and interpret and carry out oral instructions and written directions;
- Ability to accurately perform arithmetic computations involving fractions, decimals, averages and percents;
- Ability to write legibly;

- Ability to perform close detail work involving considerable visual effort and strain;
- Ability to develop effective working relationships and deal diplomatically with the public and co-workers;
- Willingness to learn and invest fully in the internship opportunity;
- Good judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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