THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

3004

Intern II

(Entry-Level and Promotional)

Drug testing may be required

Temporary/Part-Time Positions

HOURLY RATE OF PAY: $11.00/hour

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov . If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

Attention: All applicants for Internship must submit a copy of most recent transcripts, class schedules, and official Student ID with the application in order to be considered. Applications not containing these items cannot be processed.

JOB DESCRIPTION:

These are temporary part-time positions. Scheduled hours of work and duties may vary from department to department.

Under close to general supervision, performs a wide variety of para-professional/technical duties in support of various departments. Intern II's may be assigned to any of the various departments. Work assignments vary according to departmental assignment. Examples of work that may be performed by an Intern I include: conducts research for assigned department; assists with complex or comprehensive projects or solely handles smaller projects; provides professional/technical input to supervisory personnel; conducts surveys, analyzes data and formulates recommendations.

Documentation of continued student enrollment is required. Class schedules must be submitted prior to employment (unless working during an off term). Transcripts must be turned in at the end of the semester to ensure continued employment as an Intern.

Progress toward a degree must be demonstrated for Interns who work longer than one school year. The maximum duration permitted for an Intern I is 1,040 hours, to be worked within two (2) years from the date of first employment as an Intern II. An individual may work as an Intern I and also as an Intern II. In such case, an individual would have a duration limit for Intern I and another duration limit for Intern II. However, in no event shall the combined hours for an Intern I and Intern II exceed 2,080 hours.

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Must be a currently enrolled graduate student in an accredited university/college graduate program with a minimum course load of six (6) semester hours or be off the term (i.e., summer term).
- In order to work as an Intern II, during an off term an individual either (1) must have worked the previous term as an Intern II while carrying six (6) semester hours or, (2) must have completed nine (9) semester hours during the previous school term.

EXAMINATION

No formal selection procedure exists for this classification. Applicant names will be forwarded to the requesting Department for consideration until all vacancies are filled.

A detailed position description is available for review upon request in the Civil Service Department.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

INTERN POLICY
CIVIL SERVICE DEPARTMENT

INTERN I:

Must be a currently-enrolled undergraduate student in an accredited college or university program with a minimum of twelve (12) semester hours completed and a minimum current course load of nine (9) semester hours or be off for the term (e.g., summer term). In order to work as an Intern I during an off term an individual either:

(1) must have worked the previous term as an Intern I while carrying nine (9) semester hours), or

(2) must have completed twelve (12) semester hours during the previous school term.

INTERN II:

Must be a currently enrolled graduate student in an accredited college or university program with a minimum course load of six (6) semester hours or be off for the term (e.g., summer term). In order to work as an Intern II during an off term an individual either:

(1) must have worked the previous term as an Intern II while carrying six (6) semester hours, or

(2) must have completed nine (9) semester hours during the previous school term.

DURATION:

*For Intern I, a maximum of 1,560 hours to be worked within three (3) years from the date of first employment as an Intern I.

*For Intern II, a maximum of 1,040 hours to be worked within two (2) years from the date of first employment as an Intern II.

An individual may work as an Intern I and also as an Intern II. In such case, an individual would have a duration limit for Intern I and another duration limit for Intern II. However, in no event shall the combined hours for an Intern I and an Intern II exceed 2,080 hours.

ELIGIBILITY:

Documentation of continued student enrollment is required. Class schedules, transcripts and copy of student ID must be submitted prior to employment and transcripts must be turned in at the end of the semester/quarter to ensure continued employment as an Intern. Progress toward a degree must be demonstrated for Interns who work longer than one school year.