

The Maryland-National Capital Park and Planning Commission

Class Code 961

CLASS TITLE: INTERN II, GRADE N13

CLASS DEFINITION/MINIMUM REQUIREMENTS:

Under general supervision, performs responsible technical and professional work in a learning capacity related to any one of the functional areas of the Commission (i.e., Planning, Parks, Recreation, Administration, Finance, Legal). Assignments of the position are provided to further enhance the intern's educational objectives and to achieve the Commission's work program. Work involves the intern's participation in various activities within the functional area of assignment. Performs other related duties as assigned.

EXAMPLE OF DUTIES THAT ARE CHARACTERISTIC OF THE CLASS:

Performs research. Collects a variety of data from various sources relating to such areas as land use, development, park and recreation facilities, fringe benefits, purchasing, etc. Tabulates and analyzes data applying a variety of comparative and statistical techniques to identify trends, relationships, levels of activity, and similar characteristics. Assists in planning and facilitation of educational, interpretive, horticultural, or recreational programs and is responsible for conducting and carrying out portions of these programs as assigned. Prepares graphics, charts, diagrams, maps, and other written, tabular, and graphic materials to display data and support findings, conclusions, and recommendations. Maintains appropriate records associated with area of assignment. Assists in conducting surveys in such areas as compensation, fringe benefits, etc. May reconcile accounts using standard accounting techniques. Attends recreation council, civic association, and other organizational and developmental meetings as a learning experience.

MINIMUM QUALIFICATIONS:

Student who has received a Bachelor's Degree and accepted or enrolled in a Master's Degree Program in a field of study related to the discipline of the area to which assigned.