

**MAJOR FUNCTIONS**

This is part-time paid employment opportunity for a period of at least six weeks. The student works under immediate supervision and receives on-the-job training in the city government field to which the position is assigned. Work is reviewed through conferences, reports and by results obtained. Some required work functions must be conducted and completed virtually, both at scheduled times and working independently. Some required work functions must be attended in person, using the City of Tallahassee's COVID-19 guidelines.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

This position will be assigned various administrative and or technical duties in the field to which the position is assigned. Duties may include but are not limited to: actively participates in mandatory training and meetings; meets with assigned TFLA Youth Ambassador and supervisor(s) regularly; participates in small group discussions and activities; attends all scheduled virtual and in-person events; compiles and analyzes data for administrative decisions; assists in the preparation and maintenance of statistical records; assists higher-level personnel in preparing special projects, studies and conducting research; prepares reports, forms and correspondence; collects and tests samples; and performs related work as required.

**Other Important Duties**

None

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the principles and practices of office management, record keeping, statistical and fiscal processing. Knowledge of basic mathematics and accounting. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to follow oral and written instructions. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Must have successfully completed the 9<sup>th</sup> grade.

**Necessary Special Requirement**

At the time of application applicants must be authorized to work in the United States. Must reside within the City limits. Must be 14- 19 years of age. Fourteen-year-olds must complete their Freshman year by TFLA program start date. Youth must be completing their Freshman through Senior year in high school at time of spring application period.

For designed positions allocated to this classification, a valid Class E State driver's license may be required at the time of appointment. Internet access, sufficient for general use as well as video webinars using participant's microphone and camera, is required at the time of appointment and for the duration of employment. Computer with internet access during work hours is required at the time of appointment and for the duration of employment.

Police Department: Must be at least 18 years of age. Must be able to pass a criminal background check and CJIS certification.

Established: 01-10-19

Revised: 02-03-21

