



CLASS SPECIFICATION FOR:  
**Intern I**

**General Statement of Internships:**

Henrico County offers a variety of hands-on internships performing a variety of responsible tasks relevant to the assigned department. Internships may be available many departments. For more information on the operations and functions of each department click here: [www.co.henrico.va.us/departments.html](http://www.co.henrico.va.us/departments.html)

**Distinguishing Features of Internship:**

Internships are intended to provide the intern with basic experiential exposure to a field of interest. The intern must bring a strong interest in the assigned department's mission and operations and be prepared to work in a fast-paced environment. The intern will receive training relevant to the assigned responsibilities and finish the internship having gained basic experience in various aspects of the operations of the assigned department as well as basic skills and industry knowledge. Internships may include extensive public contact. Internships may be an integral part of a team or may require the intern to work more independently. The intern will also learn how to work in a professional environment and have opportunities to network with department leaders and other professionals in the internship field.

**Examples of Internships and Duties** *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- **Community Corrections** – May be assigned to work on projects related to case management and intake;
- **Community Revitalization** – May be assigned to assist with work in Community Development such as work in the Enterprise Zone Program or Community Maintenance;
- **Division of Fire** – May be assigned to work in administrative positions such as Fire Marshall's office or Fire Training;
- **Division of Police** – May be assigned for observation in Uniform Operations, Investigative Operations, Support Operations, Administrative Operations and Homeland Security;
- **Finance** – May be assigned to assist with the development and auditing of budgets, basic accounting and preparing presentations;
- **General Services** – May be assigned to work on current projects in automotive maintenance, electrical, risk management, safety laws, HVAC, accounting, engineering or architect;
- **Human Resources** - May be assigned to work on current projects in Recruitment, Benefits, Records Administration, Classification/Compensation or Training;
- **Information Technology** – May be assigned to work on current projects in business processes or information technology systems;
- **Internal Audit** – May be assigned to work on projects related to compliance, evaluation of operations and auditing;
- **Juvenile Detention** – May be assigned to projects related to the protection, safe care, basic needs and services for juvenile detention;
- **Library** – May be assigned to work on current projects related to public services library positions such as Adult Reference, Children's Teen's, Community Relations or assist in the Business Office or Information Technology;
- **Mental Health & Developmental Services** – May be assigned to projects related to assisting people experiencing the effects of or at risk for mental illness, intellectual disability, substance abuse, and children with developmental delay as well as related administrative or IT work;
- **Planning** – May be assigned to work with any aspect of the land use planning process – from comprehensive and long range planning issues, to site plan review and code. May also be assigned to work related to administrative and IT aspects of planning processes;
- **Public Utilities** – May be assigned to work on current projects in Operations, Design or Water Reclamation including Civil, Mechanical, Environmental, Geological engineering duties; working with mechanical equipment and instrumentation as well as working on special projects such as data collection, quality assurance, and analyzing inspection and alarm data;



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**Examples of Internships and Duties** (*illustrative examples continued*):

- **Public Works** – May be assigned to work in current projects in environmental inspection, engineering, construction and maintenance work for roads, drainage, transit service, and erosion control;
- **Recreation and Parks** – May be assigned to work on projects in park planning, capital projects, programs & facilities, sports, Summer Camp, accounting, IT, special events and in specialty centers such as theatre, nature and tourism;
- **Registrar** – May be assigned to projects related to voter registration such as maintaining accurate records relating to voter registration, elections, election officials, and candidates.

**Required Knowledge, Skills and Abilities:**

Excellent interpersonal skills, excellent oral and written communication skills with the ability to communicate effectively with a diverse audience of County employees and citizens integral to the internship; excellent organization and research skills with the ability to collect and organize facts/tasks effectively; excellent attention to details; excellent knowledge of and familiarity with computer systems with demonstrated proficiency in the use of a personal computer and common software products (e.g. Word, Excel, Power Point); ability to work multitask and manage priorities; ability to work independently with minimal supervision and as a part of a team; and ability to meet assigned deadlines.

**Minimum Education and Experience:**

Education: High School junior or senior;

Experience: Relevant high school, advanced placement (AP), International Baccalaureate (IB), or specialty center classes (vocational or technical); relevant job or volunteer experience;

OR: Any equivalent combination education and experience that provides the knowledge, skills and abilities relevant to the internship.

**Additional Information:**

- Check current listings online at: <http://www.henricojobs.com/>
  - ▶▶ Read each current listing carefully for details specific to each internship
  - ▶▶ Internships may be paid or unpaid. If the internship is paid, an hourly rate will be indicated in the listing.
- All applications must be submitted online at: <http://www.henricojobs.com/>
- Assistance applying for an internship: [http://www.co.henrico.va.us/hr/ecs/job\\_faqs.html](http://www.co.henrico.va.us/hr/ecs/job_faqs.html) or (804) 501-4628

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

G.X.M.0001

Date of last Revision: 6-Feb-2013



CLASS SPECIFICATION FOR:  
**Intern II**

**General Statement of Internships:**

Henrico County offers a variety of challenging hands-on internships performing important responsibilities relevant to the operations of the assigned department. Internships may be available in many departments. For more information on the operations and functions of each department click here: [www.co.henrico.va.us/departments.html](http://www.co.henrico.va.us/departments.html).

**Distinguishing Features of Internship:**

Internships are intended to complement the student's academic program so the intern must bring foundational knowledge as well as a strong interest in the assigned department's mission and operations, and be prepared to work in a fast-paced environment. The intern will receive training relevant to the assigned responsibilities, clear direction regarding expectations and feedback concerning their performance. Interns will finish the internship having gained broad experience in various aspects of the operations of the assigned department as well as broad basic skills and industry knowledge. Internships may include extensive public contact. Internships may be an integral part of a team or may require the intern to work more independently. The intern will also learn how to work in a professional environment and have opportunities to network with department leaders and other professionals in the internship field.

**Examples of Internships and Duties** *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- **Community Corrections** – May be assigned to work on projects related to case management and intake;
- **Community Revitalization** – May be assigned to assist with work in Community Development such as work in the Enterprise Zone Program or Community Maintenance;
- **Division of Fire** – May be assigned to work in administrative positions such as Fire Marshall's office or Fire Training;
- **Division of Police** – May be assigned for observation in Uniform Operations, Investigative Operations, Support Operations, Administrative Operations and Homeland Security;
- **Finance** – May be assigned to assist with the development and auditing of budgets, basic accounting and preparing presentations;
- **General Services** – May be assigned to work on current projects in automotive maintenance, electrical, risk management, safety laws, HVAC, accounting, engineering or architect;
- **Human Resources** - May be assigned to work on current projects in Recruitment, Benefits, Records Administration, Classification/Compensation or Training;
- **Information Technology** – May be assigned to work on current projects in business processes or information technology systems;
- **Internal Audit** – May be assigned to work on projects related to compliance, evaluation of operations and auditing;
- **Juvenile Detention** – May be assigned to projects related to the protection, safe care, basic needs and services for juvenile detention;
- **Library** – May be assigned to work on current projects related to public services library positions such as Adult Reference, Children's Teen's, Community Relations or assist in the Business Office or Information Technology;
- **Mental Health & Developmental Services** – May be assigned to projects related to assisting people experiencing the effects of or at risk for mental illness, intellectual disability, substance abuse, and children with developmental delay as well as related administrative or IT work;
- **Planning** – May be assigned to work with any aspect of the land use planning process – from comprehensive and long range planning issues, to site plan review and code. May also be assigned to work related to administrative and IT aspects of planning processes;
- **Public Utilities** – May be assigned to work on current projects in Operations, Design or Water Reclamation including Civil, Mechanical, Environmental, Geological engineering duties; working with mechanical equipment and instrumentation as well as working on special projects such as data collection, quality assurance, and analyzing inspection and alarm data;



CLASS SPECIFICATION FOR:  
**Intern II**

**Examples of Internships and Duties** (*illustrative examples continued*):

- **Public Works** – May be assigned to work in current projects in environmental inspection, engineering, construction and maintenance work for roads, drainage, transit service, and erosion control;
- **Recreation and Parks** – May be assigned to work on projects in park planning, capital projects, programs & facilities, sports, Summer Camp, accounting, IT, special events and in specialty centers such as theatre, nature and tourism;
- **Registrar** – May be assigned to projects related to voter registration such as maintaining accurate records relating to voter registration, elections, election officials, and candidates.

**Required Knowledge, Skills and Abilities:**

Strong foundational knowledge in a field relevant to internship; excellent interpersonal skills, excellent oral and written communication skills with the ability to communicate effectively with a diverse audience of County employees and citizens integral to the internship; excellent organization and research skills with the ability to collect and organize facts/tasks effectively; excellent attention to details; excellent knowledge of and familiarity with computer systems with demonstrated proficiency in the use of a personal computer and common software products (e.g. Word, Excel, Power Point); ability to multitask and manage priorities; ability to work independently with minimal supervision and as a part of a team; and ability to meet assigned deadlines.

**Minimum Education and Experience:**

Education: Pursuing a college degree in a field relevant to internship or post-secondary vocational/technical training in a trade or craft that is relevant to the internship; GPA of 3.0 or better; prefer a college student in the junior or senior year of the relevant degree program;

Experience: Completion of courses in relevant degree or vocational/technical program; relevant job or volunteer experience;

OR: Any equivalent combination education and experience which provides the knowledge, skills and abilities relevant to the internship.

**Additional Information:**

- Check current listings online at: <http://www.henricojobs.com/>
  - ▶ Read each current listing carefully for details specific to each internship
  - ▶ Internships may be paid or unpaid. If the internship is paid, an hourly rate will be indicated in the listing.
- All applications must be submitted online at: <http://www.henricojobs.com/>
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G.X.M.0002

Date of last Revision: 6-Feb-2013



CLASS SPECIFICATION FOR:  
**Intern III**

**General Statement of Internships:**

Henrico County offers a variety of challenging hands-on internships performing important responsibilities relevant to the operations of the assigned department. Internships may be available in many departments. For more information on the operations and functions of each department click here: [www.co.henrico.va.us/departments.html](http://www.co.henrico.va.us/departments.html).

**Distinguishing Features of Internship:**

Internships are intended to complement the student's academic program so the intern must bring strong foundational knowledge as well as advanced level knowledge in a relevant field as well as a strong interest in the assigned department's mission and operations, and be prepared to work in a fast-paced environment. The intern will receive training relevant to the assigned responsibilities, clear direction regarding expectations and feedback concerning their performance. Interns will finish the internship having gained broad experience in various aspects of the operations of the assigned department as well as broad basic skills and industry knowledge. Internships may include extensive public contact. Internships may be an integral part of a team or may require the intern to work more independently. The intern will also learn how to work in a professional environment and have opportunities to network with department leaders and other professionals in the internship field.

**Examples of Internships and Duties** *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- **Community Corrections** – May be assigned to work on projects related to case management and intake;
- **Community Revitalization** – May be assigned to assist with work in Community Development such as work in the Enterprise Zone Program or Community Maintenance;
- **Division of Fire** – May be assigned to work in administrative positions such as Fire Marshall's office or Fire Training;
- **Division of Police** – May be assigned for observation in Uniform Operations, Investigative Operations, Support Operations, Administrative Operations and Homeland Security;
- **Finance** – May be assigned to assist with the development and auditing of budgets, basic accounting and preparing presentations;
- **General Services** – May be assigned to work on current projects in automotive maintenance, electrical, risk management, safety laws, HVAC, accounting, engineering or architect;
- **Human Resources** - May be assigned to work on current projects in Recruitment, Benefits, Records Administration, Classification/Compensation or Training;
- **Information Technology** – May be assigned to work on current projects in business processes or information technology systems;
- **Internal Audit** – May be assigned to work on projects related to compliance, evaluation of operations and auditing;
- **Juvenile Detention** – May be assigned to projects related to the protection, safe care, basic needs and services for juvenile detention;
- **Library** – May be assigned to work on current projects related to public services library positions such as Adult Reference, Children's Teen's, Community Relations or assist in the Business Office or Information Technology;
- **Mental Health & Developmental Services** – May be assigned to projects related to assisting people experiencing the effects of or at risk for mental illness, intellectual disability, substance abuse, and children with developmental delay as well as related administrative or IT work;
- **Planning** – May be assigned to work with any aspect of the land use planning process – from comprehensive and long range planning issues, to site plan review and code. May also be assigned to work related to administrative and IT aspects of planning processes;
- **Public Utilities** – May be assigned to work on current projects in Operations, Design or Water Reclamation including Civil, Mechanical, Environmental, Geological engineering duties; working with mechanical equipment and instrumentation as well as working on special projects such as data collection, quality assurance, and analyzing inspection and alarm data;



CLASS SPECIFICATION FOR:  
**Intern III**

**Examples of Internships and Duties** (*illustrative examples continued*):

- **Public Works** – May be assigned to work in current projects in environmental inspection, engineering, construction and maintenance work for roads, drainage, transit service, and erosion control;
- **Recreation and Parks** – May be assigned to work on projects in park planning, capital projects, programs & facilities, sports, Summer Camp, accounting, IT, special events and in specialty centers such as theatre, nature and tourism;
- **Registrar** – May be assigned to projects related to voter registration such as maintaining accurate records relating to voter registration, elections, election officials, and candidates.

**Required Knowledge, Skills and Abilities:**

Completed college-level formal education program in relevant field which provided an advanced level of knowledge relevant to internship; excellent interpersonal skills, excellent oral and written communication skills with the ability to communicate effectively with a diverse audience of County employees and citizens integral to the internship; excellent organization and research skills with the ability to collect and organize facts/tasks effectively; excellent attention to details; excellent knowledge of and familiarity with computer systems with demonstrated proficiency in the use of a personal computer and common software products (e.g. Word, Excel, Power Point); ability to multitask and manage priorities; ability to work independently with minimal supervision and as a part of a team; and ability to meet assigned deadlines.

**Minimum Education and Experience:**

Education: Pursuing a graduate degree in a field relevant to internship; GPA of 3.0 or better; prefer a college student in the junior or senior year of the relevant degree program;

Experience: Completion of college-level program in relevant degree program; relevant job, volunteer or previous internship experience;

OR: Any equivalent combination education and experience which provides the knowledge, skills and abilities relevant to the internship.

**Additional Information:**

- Check current listings online at: <http://www.henricojobs.com/>
  - ▶ Read each current listing carefully for details specific to each internship
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G.X.M.0003

Date of last Revision: 6-Feb-2013