

**STATE OF CALIFORNIA**  
*Judicial Branch*  
Administrative Office of the Courts

*Class Code: 3456, Range A*  
*3457, Range B*  
*3458, Range C*  
January 1998

## **DIRECTOR'S INTERN**

### **DEFINITION**

Under supervision and in a trainee capacity, assists a Director and the Director's management team in the performance of administrative and professional duties associated with special projects; performs related work as assigned.

### **CLASS CHARACTERISTICS**

Director's Intern is a trainee-level class established to provide limited term employment offering supervised experience in a variety of administrative and professional areas. Employment in this class is restricted to candidates who have completed or are currently enrolled in a college or university curriculum leading to a degree in an area appropriate for the assignment.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Participates in various phases of projects controlled by a Director and/or the Director's management staff.
- Performs meaningful tasks that are valuable and necessary for completion of assigned projects.
- Assists in research, analysis, review, and other related activities pertaining to assigned projects.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays
- May be required to travel statewide as necessary.

### **QUALIFICATIONS**

#### **Knowledge of:**

- General concepts and principles involved in project assignments.
- Principles of organizing and summarizing data and information.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.

- Principles and techniques of preparing a variety of effective written materials.

**Ability to:**

- Analyze and solve problems.
- Research, compile, analyze, and summarize information and data.
- Prepare clear and concise reports, correspondence, and other written materials.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

Current enrollment with Senior status in a four-year college or university (Range A); or  
completion of the requirements for a bachelor's degree (Range B); or  
completion of the requirements for a law or master's degree (Range C).