

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000720
Grade 11**

LEGISLATIVE INTERN

DEFINITION OF CLASS:

This is trainee level staff work involving research, report preparation, and other specific work projects in the office of a Member of the County Council. Contacts are with Members and staff of the County Council, other County employees, and the public for the purpose of carrying out assignments and exchanging information. An employee in this class provides direct public service and assistance by responding to the public's inquiries relating to County Council actions and related issues of public concern.

An employee in this class participates in the collection and review of background material, documents and information for incorporation into correspondence and reports. The employee reports to the Councilmember to who assigned or other designated staff member. The supervisor or a higher-graded staff member provides specific, detailed instructions as well as review of completed work for accuracy, adequacy and adherence to instructions and established procedures. Work is performed in accordance with appropriate laws, rules, policies and procedures. Work consists of a variety of different administrative tasks and assignments as well as special projects which contribute to the accuracy and reliability of information contained in or disseminated through reports, correspondence, or public meetings. The work is primarily sedentary, presents no significant hazards to the employees, and is performed primarily in an office environment. Work outside of normal business hours may be required.

EXAMPLES OF DUTIES: (Illustrative Only)

- Collects readily-available information from files, Council staff, and other sources in order to assemble historical or background information on specific subjects for Councilmember or staff.
- Prepares brief reports and attaches supporting materials to document research and fact-finding efforts.
- Responds to public inquiries and correspondence; makes referrals to appropriate Council staff; provides accurate and timely response to routine requests.
- Participates in meetings about issues of public concern which relate to special projects and assignments.
- Performs various tasks related to routine operations of Council member's office, e.g., filing, recordkeeping, distribution of various correspondence and documents.
- Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate clearly in English both orally and in writing.
- Ability to deal tactfully and effectively with people.
- Ability to gather, assemble and summarize factual data and draw logical conclusions.
- Ability to prepare and present findings in established format, either orally or in writing.

- Ability to carry out assignments to final completion on a timely basis.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

MINIMUM QUALIFICATIONS:

Experience: None

Education: Completion of the second year of college (60 credit hours or its academic equivalent) in an appropriate area of study.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: July 1983

Classification Study: March 1996 (M)

August 2013

September 2014