



## STATE GOVERNMENT INTERN

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- Assists team members/customers to produce results within the organization.
- Performs at a limited level of complexity, problem solving and/or accountability.

### **College Undergraduate Intern**

**Jobcode: SGCI17**

**Pay Band: 55**

**FLSA Status:** Non-Exempt.

#### ***Distinguishing Characteristics***

Positions allocated to this series are designed to provide college students, or recent college graduates, with an introduction to employment with the state of New Mexico. Incumbents will receive training in departmental procedures and at the same time will be assigned productive tasks and assignments in a variety of professional areas. Work is under supervision. Guidelines include agency rules, regulations, and supervisory instructions.

#### ***Recommended Education and Experience for Full Performance***

Completion of at least four semesters (or equivalent) at an accredited college or university within the last two (2) years. A cumulative grade point average of at least a 2.5 on a 4.0 scale.

#### ***Minimum Qualifications***

Currently enrolled in an accredited college or university.

#### ***Essential Duties and Responsibilities***

- Assists with writing documents, analyzing results, and creating formal reports.
- Performs routine research and investigations.
- Assists in making inspections and conducting routine field and office project reviews.
- May compile project-oriented engineering, social, economic and other technical data necessary.
- Assists in maintaining buildings, grounds, and equipment.
- Assists in conducting scientific research.
- Assists in researching educational and public information programs
- Assists with analyzing trends and developing forecasts.
- Researches issues such as costs or rates.
- Assists with devising methods and procedures for obtaining data needed
- May conduct interviews or surveys and write reports.
- Performs technical work in the acquisition, cataloging, and conservation of resources.
- Assists in customer service for a variety of programs.
- Assists in developing and conducting routine training sessions in an area of specialization and within a well-defined framework.
- Assists with the preparation, review, calculation and reconciliation of financial documents and records.
- Performs standardized work procedures focusing on agency policies and procedures, state and federal laws, rules and regulations and administrative techniques.
- Assists team members/customers to produce results within the organization.
- Performs at a limited level of complexity, problem solving and/or accountability.

### **Graduate School Intern**

**Jobcode: SGGI20**

**Pay Band: 60**

**FLSA Status:** Non-Exempt.

## STATE GOVERNMENT INTERN

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### ***Distinguishing Characteristics***

Positions allocated to this series are designed to provide graduate level college students, or recent graduates, with an introduction to employment with the state of New Mexico. Incumbents will receive training in departmental procedures and at the same time will be assigned productive tasks and assignments in a variety of professional areas. Work is under supervision. Guidelines include agency rules, regulations, and supervisory instructions.

### ***Recommended Education and Experience for Full Performance***

Completion of at least two (2) semesters (or equivalent) of a graduate level program at an accredited college or university within the last two (2) years. A cumulative grade point average of at least a 2.5 on a 4.0 scale.

### ***Minimum Qualifications***

Currently enrolled in a Graduate School Program at an accredited college or university.

### ***Essential Duties and Responsibilities***

- Writes documents, analyzes results, and creates formal reports.
- Performs routine research and investigations.
- Makes inspections and conducts routine field and office project reviews.
- May compile project-oriented engineering, social, economic and other technical data necessary.
- Conducts scientific research.
- Researches educational and public information programs.
- Analyzes trends and develops forecasts.
- Researches issues such as costs or rates.
- Devises methods and procedures for obtaining data needed.
- Conducts interviews or surveys and writes reports.
- Performs technical work in the acquisition, cataloging, and conservation of resources.
- Provides customer service for a variety of programs.
- Develops and conducts routine training sessions in an area of specialization and within a well-defined framework.
- Prepares, reviews, calculates and reconciles financial documents and records.
- Performs standardized work procedures focusing on agency policies and procedures, state and federal laws, rules and regulations and administrative techniques.
- Performs at a higher level of complexity, problem solving and/or accountability.

**Bargaining Unit:** Not Represented

**Statutory Requirements:** \*Student must have reached age 16 by June 1.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each agency's *utilization, essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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**Established:** 3/22/2019

**Revised:**

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*The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties outlined by this classification descriptor. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*