



Program Assistant Intern Job Description

Position	Program Assistant Intern	Reports to	IT AND COMMUNICATIONS MANAGER
Department	ENGINEERING & PUBLIC WORKS	Job Code	1299
Pay Grade	PG-N/A	EEO Category	EEO-06
FLSA Classification	Non-Exempt	Hours per Pay Period	18.5 - 29.5
Last Revised	July 20, 2022		

Purpose of Job	The purpose of this position is to perform administrative and support operational tasks in support of Knox County Engineering and Public Works, within the IT & Communications team, a part of the Environment and Planning department. This position is part-time.
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| Essential Functions | <p>The Program Assistant Intern is responsible for the following essential functions:</p> <ul style="list-style-type: none"> • Understanding the requirements of the Tennessee law to establish and maintain a list of county public roads to ensure proper and lawful construction and maintenance activities on the public right-of-way. • Comparing the inventory of historical road index cards and the pavement database, identifying and documenting anomalies between the two datasets. • Reconciling historical information from the road index cards and road closures to the updated pavement data. • Identifying changes to ownership and status of roads over time. • Interviewing veteran employees to gain knowledge of road ownership history. |
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**Essential Functions
(cont.)**

- Assisting with data entry within Knox County’s database and GIS systems.
- Collaborating with Knox County Clerk to obtain adequate documents for proof of road acceptance.
- Assisting in digital data and document organization for the final project delivery.
- Assisting in the development and delivery of the final project report.

**Additional Job
Functions**

- Respond to and report immediately if called upon by local, regional or central office supervisors, as part of a coordinated emergency response by the Knox County Mayor’s Office
- Ensure regular, punctual attendance during scheduled work hours
- Perform other duties as required

**Minimum Training &
Qualifications**

- High School diploma or GED
- Good working knowledge of ArcMap or ArcGIS Pro
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities may be considered for employment into the position

Specialized Knowledge

- N/A

Competencies

- Ability to solve routine problems
- Ability to communicate professionally with the public
- Good customer service skills required
- Proficient in use of Microsoft Office Suite
- Ensure regular, punctual attendance during scheduled work hours
- Proficient in use of PC’s, tablets, smartphones and other electronic devices
- Ability to focus and demonstrate great attention to detail
- Ability to work cooperatively as a member of a team
- Read a variety of informational documentation, directions, instructions, and methods and procedures
- Write with proper format, punctuation, spelling and grammar, using all parts of speech

Physical Requirements

This position requires occasional periods of light physical activity (<20lbs).

Occupational Hazards

- N/A

Knox County Government is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Knox County Government may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with

the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee Signature

Supervisor Signature

Date

Date

*Knox County Government is an Equal Opportunity Employer
and a Drug Free Workplace*