



Santa Cruz Regional 9-1-1  
invites applicants for the position of:  
**Public Safety  
Communications Intern\***

JPA - 133

An Equal Opportunity Employer

\*Current and continued enrollment in an accredited college or university is required.

**SALARY:** \$11.86 per hour (part-time only, no benefits)  
Approx. 20 hours per week

**OPENING DATE:** 7/14/17      **CLOSING DATE:** Continuous

**THE POSITION:**

Under supervision, the Public Safety Communications Intern provides clerical and other technical assistance to a division or unit in carrying out the operational and technical functions of the center. This position serves as an introduction to a public safety communications career.

7/14/17 Recruitment Opens

TBD Assessment/Interviews

TBD Start Date

[Tentative Recruitment Schedule](#)

**TYPICAL TASKS**

- Relieves staff of office and routine duties including replicating recordings using master logging equipment.
- Checks and files forms, records, reports and data input documents for accuracy and completion.
- Inserts and extracts materials and/or information from files and/or automated databases.
- Prepares documents, sets up and maintains filing systems.

**APPLICATION PROCESS**

Applications are accepted by our Administrative Office at 495 Upper Park Road between 9:00 AM and 4:00 PM Monday through Friday. Delivery by Fax (831-471-1010), mail, or in person is acceptable. Resumes in lieu of applications are not acceptable (obtain an application from SCR9-1-1's website at [www.scr911.org](http://www.scr911.org)).

**MINIMUM STANDARDS**

- Must be at least eighteen (18) years of age.
- Able to pass a comprehensive law enforcement background investigation
- Graduation from high school or equivalent and continued part or full time enrollment in an accredited college or university.
- Shall not have been convicted of a felony or any other crime which would prohibit Department of Justice approval for access to law enforcement information.

**TRAINING AND EXPERIENCE**

- Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be the equivalent of graduation from high school plus current and continued part or full time enrollment in an accredited college or university in a related course of study, for example: Administration of Justice, Fire Science, Emergency Medical Services, Law Enforcement, Computer Sciences, or Computer Applications.

**QUALIFICATIONS**

**Knowledge of:**

- The operation of personal computers, word processing, and other application software
- Modern office procedures, methods, practices, and equipment including telephone, calculator, fax and copy machine

**Skills and Abilities:**

- Learn to effectively operate modern voice recording equipment and reproductive techniques.
- Maintain confidential and privileged information.
- Prepare clear, concise and understandable written documents.
- Read, write, spell and speak in a clear and concise manner.
- Type at a moderate rate of speed and accuracy.
- Accomplish tasks in a controlled and competent manner while working under stress.