



PUBLIC SAFETY COMMUNICATIONS INTERN

JPA— 143

*THIS POSITION SERVES AS AN INTRODUCTION
TO A PUBLIC SAFETY COMMUNICATIONS CAREER*

Application Deadline:
May 16, 2019 at 4:00pm

Applications are accepted by our
Administrative Office

495 Upper Park Rd
Santa Cruz, CA 95065
Mon—Fri 9am—4pm

Submit by mail
Fax: (831) 471-9780
Email: Applications@scr911.org
or in person



TIMELINE

4/12/2019—Recruitment Opens
5/16/2019—Recruitment Closes
Week of 6/17/2019—Start Date

Salary: \$12.22-12.46 per hour
Part-time position (no benefits)

Obtain an Application from our
website www.scr911.org, or call
831-471-1000 to request one
be mailed to you.

THE POSITION

- Under supervision, the Public Safety Communications Intern provides clerical assistance to the Business and Operations Divisions.
- Typical tasks: replication of dispatch reports and recordings using computer software programs; includes organization, filing, and data entry (Excel) of dispatch record requests.
- Assist in various clerical tasks including filing, organization, copying, employee newsletter, extraction of data for quality assurance reports and employee rewards program.

MINIMUM STANDARDS

- Continued part/full-time enrollment in an accredited high school, college or university.
- Able to pass a fingerprint LiveScan (no felony convictions).

QUALIFICATIONS/SKILLS

- Basic knowledge of Microsoft Office Word and Excel, and use of desktop personal computers.
- Modern office procedures, and equipment (office telephone, fax and copy machines).
- Maintain confidential and privileged information.
- Type at a moderate rate of speed and accuracy.
- Ability to accomplish tasks in a timely and competent manner.

