



**PT GENERAL (Non-Manual)
("POLICE DEPARTMENT INTERN")**

- THE SALARY:** \$8.00 to \$12.00 per hour.
- FILING DEADLINE:** **OPEN UNTIL FILLED, APPLY IMMEDIATELY.** Applications must be submitted to the Human Resources Department, CITY OF LOMPOC, 100 Civic Center Plaza, LOMPOC, CA 93438. Applications may be obtained from the information desk at City Hall OR call for application packet at (805) 875-8208 OR download application from website at www.cityoflompoc.com
- THE SELECTION PROCESS:** Based upon application review, applicants who best meet the City's needs will be invited to participate in the selection process. An interview board will make a competitive evaluation of each candidate on some of the essential knowledge, skills, abilities, job-related education, and experiences listed below. Appointment is subject to successful completion of a pre-employment medical exam provided, upon employment offer, at City expense. As authorized by City policy, applicants being considered for hire in this position are subject to fingerprinting for purposes of investigating criminal history background, as part of the employment screening process. **IF YOU HAVE A DISABILITY THAT MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, PLEASE NOTIFY THE HUMAN RESOURCES DEPARTMENT IN WRITING BY THE FILING DEADLINE DATE ON THIS BULLETIN.**
- THE POSITION:** The Police Intern is a part-time position ideally for college students interested in a career in law enforcement. As such, some scheduling adjustments may be made for college classes. This position carries no benefits and no rights to continued employment. It is expected that Police Interns be enrolled in the equivalent of at least six (6) semester units and maintain a satisfactory academic standing. The incumbent has an average workweek of a maximum up to 20 hours, not to exceed 1000 hours per fiscal year.
- LICENSE REQUIRED/AGE REQUIREMENT:** Possession of a valid California Driver's License is required.
- EXAMPLE OF DUTIES:** Under supervision the Police Intern will be able to perform a variety of routine law enforcement support duties including, but not limited to: Live Scan fingerprint operations; assisting citizens at the front counter; delivering and retrieving paperwork from the District Attorney's office; Cal-ID fingerprint operations; document scanning; completion of non-criminal incident reports; supervision of jail trustees on special projects; follow-up investigations on non-criminal cases; directing traffic at accidents/major incidents; and other related duties as assigned.
- MINIMUM QUALIFICATIONS:** **Knowledge of:** Modern office methods and procedures, English usage, spelling and punctuation; basic math; filing systems and procedures.
Ability to: Receive and give information over the telephone and in person in a courteous and effective manner; write legibly; perform basic mathematical calculations; drive safely, observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective relationships with other employees and the general public; learn specific office procedures and policies for a department; and operate a variety of standard office equipment effectively and efficiently.
- EDUCATION AND EXPERIENCE:** Any combination of training, education and experience that would provide the required knowledge and abilities. The typical qualifying background is: high school graduate or equivalent. College level course work in criminal justice or a related field is highly desirable. Experience as a law enforcement Explorer or Community Services Volunteer is highly desirable.

NOTE: *The above duties are identified as "essential functions" of the position in accordance with the Americans with Disabilities Act (ADA).*