

POSITION ANNOUNCEMENT

INTERN – EMERGENCY COMMUNICATIONS

(INTERMITTENT SKILLED/TECHNICAL SUPPORT)

SALARY: \$11.04 - \$15.45 per hour.

Hours and length of internship will vary depending on student needs and department funding. Individual selected will preferably be able to work between 30 – 40 hours per week. The work schedule will be flexible to accommodate school attendance and study requirements. Unpaid internships for work/study credit may be possible.

JOB DESCRIPTION: Our intention is to provide an environment that will reinforce the student’s course work and provide knowledge of public safety communications, networking, database administrations, Computer Aided Dispatching, and other related areas. The intern will be introduced to the training and requirements of Emergency Dispatchers and will assist with a variety of general office support tasks such as, data entry, organizing documents, and scanning documents in an effort to move toward electronic document maintenance and storage. The intern will float between department divisions such as Administration, Training, and Operations as necessary. There will also be intermittent opportunities to shadow experienced Emergency Dispatchers, while performing other duties as assigned.

REQUIREMENTS: Seeking a college student attending study courses in Public Safety Administration, Safety, Fire Science, Communications, Criminal Justice, or another related field. Must have completed at least 45 credit hours. No previous experience required, but preferred. Must possess skill in the use of personal computers and programs, including Microsoft Excel and Word. Must possess excellent verbal and written communication skills. Requires attention to detail, the ability to follow instructions, and the ability to file physical documents as well as electronic. Equivalent combinations of education and experience that provide equivalent knowledge, skills, and abilities will be considered. Must have a valid driver’s license and satisfactory driving record. The intern chosen must pass a criminal background check without felony or misdemeanor arrests or convictions on their record, as well as a drug test.

TO APPLY: All applications must be submitted through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed, or print applications. For your convenience, if needed, computer terminals are available Monday – Friday, 8:00 am – 5:00 pm in the Human Resources Department located in Suite 522 of the St. Charles County Administration Building, 201 N. Second St., St. Charles, MO 63301.

To assure consideration, applications must be received by April 17th, 2019.

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free work place. A pre-employment drug screen is required for all positions. Employment is contingent on successfully passing all appropriate background checks.

[RETURN TO APPLICATION PROCESS](#)

AN EQUAL OPPORTUNITY EMPLOYER

Intern - Emergency Communications - FEB 2019 | Posted 02/27/19 | Paygrade 103