



HUMAN RESOURCES INTERN HUMAN RESOURCES BUREAU

GENERAL DESCRIPTION

Under the supervision of the Bureau designee, the Intern will provide specific functions related to assigned location of internship. The Intern can expect an increasing amount of responsibility related to internship, while gaining professional work experience and first hand involvement with services that support the law enforcement community. The Intern observes and learns as the Human Resources designee carries out the following:

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Enters, retrieves, and verifies data, reports and other information for various internal and external entities;
- Answers phones and responds to routine inquiries;
- Responds to requests from visitors to the bureau and via email requests;
- Gathers requested documents from visitors and applicants and makes legible copies for file documentation;
- Reviews employment applications and prepares file folders for application processing and updates internal databases;
- Screens employment applications for skills, education, and experienced required;
- Schedules appointments for interviews, testings, and follow-ups;
- Scans documents into Document Imager;
- Participates in Sheriff's Office recruitment and community relations activities as directed;

QUALIFICATIONS

- Currently enrolled in bachelor's or master's level program, preferably with a human resources concentration
- Minimum 2.5 G.P.A.
- Minimum 18 years of age
- Must have a valid driver's license
- Strong writing and interpersonal skills
- Excellent computer skills
- Ability to work independently or part of a team
- Flexibility and ability to multi-task



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.