



Marin County
Internship

OFFICE OF EMERGENCY SERVICES: Branding

Development Assistant - Special project designated to center around developing a graphical element that captures the mission/goals of the team. An Intern will outline a color pallet that will be used throughout print and electronic media utilized by the team. The Intern will be responsible for presenting multiple concepts to the team and working collaboratively to develop a final product. Once finished, they will then develop a PowerPoint and Word template based presentation on the color/graphic formatting scheme.

OFFICE OF EMERGENCY SERVICES: Grants

Tracking Database Assistant - Position requires and Intern who will take Excel based list of equipment and grant information and create an Access Database that permits for ease of storage, viewing, reporting and retrieving. As the project advances in activity, this database will be linked with a previously created equipment database to allow for single point of equipment entry and tracking.

ADMINISTRATION: Administration Clerk - Position is an introduction to the office and accounting world requiring various clerical tasks utilizing basic administrative and accounting skills. Duties may include making bank deposits, mail runs to the Auditor Office, ordering office supplies and maintaining store room. Using Excel and Access databases to run query reports and administrative requests. May process timesheets, with some data entry. Intern will perform basic filing, research and answer questions that come into the business office.



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PROFESSIONAL STANDARDS UNIT: Personnel

Services Assistant - Position is for a Human Resources/Personnel Management career orientated Intern. Duties may include setting up meetings, Oral Boards (including organizing interview panels) and staff travel arrangements. Preparation of hiring packets for swear-ins. Researching revolving hiring test questions and hiring documents and update/revise as necessary.

CUSTODY: Jail Administrative Support - Assist the Jail Facility Regulatory Compliance Officer in maintaining records, updating systems and equipment to stay current with the changing laws and regulations related to a County Jail. Intern may be asked to assist in setting up training, organizing and updating documentations, completing research projects and assisting in implementation of new regulations and standards.

INVESTIGATIONS: Evidence Processing

Assistant - Researching disposition and status of cases pertaining to Property/Evidence. Inventory of property and notification of owners for release of property. Purging, physically moving, property and/or destruction of property. Basic filing and telephone answering.

OPPORTUNITIES

Sheriff's Office
Program



OFFICE OF EMERGENCY SERVICES:

Presentation Templates Development Assistant -

Follow-up to the OES Branding Development Assistant project. Intern will take templates and convert existing training programs into new formats. They will also review existing presentations for consistency, accuracy and relevancy. Providing new ideas for improvements on how to display data, concept and information.

OFFICE OF EMERGENCY SERVICES: Equipment

Database Development Assistant - Requires an

Intern who will take an Excel based list of emergency equipment throughout the County and create an Access database that permits for ease of storage, viewing, reporting and retrieving. The database will be web-enabled and password protected allowing for individuals to review equipment lists, make edits and print out results.

DOCUMENTARY SERVICES: Documentary

Services Assistant - Review Court filed documents for Civil Process Service by the Sheriff's Office. You may assist citizens at the counter with legal issues regarding their Court filed documents. Complete appropriate counter service request forms. Reviewing and purging of historic data/files for Civil, Warrants and Records divisions.

OPPORTUNITIES

Sheriff's Office
Program



CRIME ANALYSIS UNIT: Crime Analysis

Assistant - Check criminal history for individuals pawning items. Check Records Management System (RMS) for matches between stolen property and pawned items. Data entry of Pawn Slips into RMS. Assist with annual citizen survey by reviewing appropriate calls for service, verifying addresses, updating Access database, typing surveys and letters and mailing them. Document shredding, filing and other data entry as needed.

CUSTODY: Data entry - Gang Intelligence

Assistant - Data entry into Gang Intelligence files/database, organizing files, filing and inputting proper information. Must maintain confidentiality.

TECHNOLOGY SERVICES UNIT: Technology

Support Assistant - Clone hard drives, maintain CPU's, remove and repair broken units, update software, install and remove software and hardware. This position may require an ability to work in the trunk or front seat area of a patrol car at times.