

Gunnison Police Department Internship Position Description

Title: Administrative Assistant

Position Description: Intern will work directly with the Captain for project assignments and review. Intern will be assigned to projects related to all areas of the department. Projects that may be considered are case follow-up, case review, press releases, department property inventory, traffic surveys, data entry, animal control and extended opportunities to ride with patrol officers. The goal of the internship is to provide a wide exposure to law enforcement.

Academic Requirements: Students will have the standing of Junior or Senior with a minimum grade point average of 2.000. Appropriate field of study is: Sociology (others may be considered on a case-by-case basis).

Technical Skills: Successful applicants will be proficient in Microsoft Office; research methods; and technical writing.

Special Requirements: Intern will receive training on departmental records system, Colorado Open Records Laws, privacy laws and issues, and confidentiality concerns.

Application Requirements: Submit a letter of interest, résumé, City of Gunnison application (available at: http://www.cityofgunnison-co.gov/Finance/human_resources/job_app.pdf), and a proposal to address the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. A criminal history background check is required prior to beginning duties. Application materials should be submitted to:

Tammy Shelafo
City of Gunnison Human Resources Technician
P.O. Box 239
201 West Virginia (second floor)
641-8248
tshelafo@cityofgunnison-co.gov

Application Deadline: **Open until filled**

Credit Hours: Internships will be considered as laboratory courses, so the expectation is that the intern will spend 1,800 minutes on the project for each credit earned.

Salary: \$350 per credit hour up to 3 credits (\$1,050), upon successful completion of the project, with a grade of “C” or better.

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City’s needs.

For further information about the internship opportunities in the Gunnison Police Department, contact:

Captain Chris Wilson
201 W. Virginia
Gunnison, CO 81230
641-8203
chrisw@cityofgunnison-co.gov