



CITY OF TUKWILA
City of Opportunity - Community of Choice
 invites applications for the position of:

Summer High School Internship - City of Tukwila Police Department

SALARY: \$11.00 /Hour
OPENING DATE: 07/11/17
CLOSING DATE: 07/25/17 05:00 PM
FLSA: Non-Exempt

DESCRIPTION:

The City of Tukwila is seeking a High School Student Intern to assist the Tukwila Police Department with work on various projects related to crime prevention, recruiting and community outreach. The purpose of this internship is to provide students with a positive learning environment where they can experience various aspects and responsibilities of a law enforcement organization.

This is a paid part-time summer internship working up to 30 hours per week.

A cover letter and resume must be attached to your on-line application to be considered complete. Please note that you cannot attach these items to your application after it has been submitted.

The City of Tukwila embraces the diversity of the community it serves and is an Equal Employment Opportunity Employer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The High School Student Intern will work under direct supervision and guidance based on previous experience and interests. All interns are expected to maintain reasonable, predictable, and regular attendance.

Duties may include:

- Observing and assisting with activities related to department community outreach, recruiting, social media and public relations;
- Participating in Ride-alongs with assigned officer to observe law enforcement operations;
- Performing clerical work such as scanning, data entry, and other general office related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to express ideas clearly, both verbally and in writing;
- Ability to establish and maintain effective working relationships with City staff, business representatives, residents, and community groups;
- Ability to follow direction and City and department policies and procedures.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

Minimum Qualifications:

- Must be currently enrolled in High School and at least 16 years of age;
- Must have a Grade Point Average (GPA) of at least 2.75;

- Must have no criminal convictions to include domestic violence, crimes of violence and sex crimes;
- No use or distribution of illegal drugs or narcotics;
- No affiliation with criminal street gangs or organizations;
- No convictions for traffic related offenses

Special Requirements:

- Successful completion of background and reference check;
- Completion of Parent/School Authorization Form;
- Ride Along Juvenile Wavier for persons under the age of 18;
- Verification of identity and employment authorization required;
- Verification of GPA requirement

The City of Tukwila is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, marital status, political affiliation, disability, genetic information, veteran's status or any other basis protected by discrimination laws.

- The City of Tukwila is a smoke-free working environment. -

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.tukwilawa.gov>

6200 Southcenter Boulevard
Tukwila, WA 98188
(206) 433-1831

employment@tukwilawa.gov

Position #17-00029
SUMMER HIGH SCHOOL INTERNSHIP - CITY OF TUKWILA POLICE
DEPARTMENT
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