



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

---

**TITLE:** PUBLIC SAFETY STUDENT INTERN

**SALARY:** \$15.26 - \$17.87 per hour

**SCHEDULE:** (10 Week Internship) Monday – Thursday, some weekends, 32 hours per week

**LOCATION:** Monroe County Department of Public Safety

**JOB SUMMARY:**

This is an internship position responsible for assisting in our various Public Safety department divisions. You may be creating documents, learning criminal forensic operations, joining in public safety community events out in the field, attending emergency preparedness and management meetings and/or joining on ride along assignments with EMS, Fire Bureau and Probation units. All interns will be under close direct supervision. This work may involve moving material(s) up to forty (40) pounds. The intern will report to, and work under the direct supervision of, a senior-level public safety staff member. Does all related work, reporting and projects as required and asked of in the Department of Public Safety.

**MINIMUM QUALIFICATIONS:**

Currently enrolled in any Associates, Bachelors or Master's Degree Program.

**CHARACTERISTICS OF THE IDEAL CANDIDATE:**

1. Ability to take positive direction and carry out independent assignments;
2. Ability to communicate effectively both orally, electronically and in handwriting;
3. Ability to organize and analyze work and present materials;
4. Ability to plan in a team setting and coordinate tasks;
5. Ability to understand and interpret written material;
6. Ability to work well in a Public Safety oriented environment;

**NOTE(S):**

Must submit two (2) letters of recommendation; non-family member required.

Applicant must be at least 18 years of age.

Candidates for employment with Monroe County, NY government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid New York State driver's license or otherwise firmly demonstrate your personal capacity to meet the daily transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County, NY at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** February 16, 2024

**Posting Deadline:** Until filled