POLICE INTERN
VOLUNTEER
(TEMPORARY)

FINAL FILING DATE: OPEN UNTIL FILLED

THE POSITION

Under general supervision, assists with routine, non-hazardous police work involving communications, clerical and other support duties; and performs other related work as required. The Police Intern program is intended to familiarize persons interested in a career in law enforcement with police operations while functioning in a support role. Maximum tenure of this position is three years.

This position will require working mornings, afternoons, nights, and certain holidays.

MINIMUM QUALIFICATIONS

Education:
High School graduate or GED. Enrollment in college courses is preferred.

License:
A valid California Driver’s License.

Other:
Must be a U.S. Citizen and at least 18 years of age at the time of appointment.

Background:
Must pass an extensive police background investigation including driving record, previous drug use and medical examinations prior to appointment.

APPLICANT INFORMATION

Application materials can be found online at www.cityofhawthorne.org or you can pick up in person at the City of Hawthorne Human Resources Department, 4455 W. 126th Street on M-Th from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m.

COMPLETED APPLICATIONS MAY BE SUBMITTED IN PERSON, VIA E-MAIL AT HR @CITYOFHAWTHORNE.ORG OR BY FAX AT 310-978-9860.

Please note that resumes will not be accepted in lieu of the required City application. Applications that do not clearly demonstrate that the candidate meets the requirements of the position may be rejected. Incomplete and/or illegible applications may be rejected. Due to the large volume of applications we typically receive, only the most qualified applicants will be invited to participate in the interview process.

TESTING

Oral interview (100%). As a condition of employment, candidates must pass a fingerprint check and drug test.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISION CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.
RECRUITMENT PROCESS

**Application Procedure:** A City application is required for this position and must be filled out completely, showing clearly that the minimum qualifications are met. All statements are subject to investigation and verification. False statements will be cause for disqualification, and/or discharge from employment.

EMPLOYMENT INFORMATION

All volunteer offers are conditional based upon the successful completion of a City paid pre-employment medical exam, drug screening, thorough background check, and fingerprinting process.

Disabled applicants requiring special testing arrangements should contact the Human Resources Department prior to the final filing date.

To receive Veteran’s Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

ABOUT THE CITY

*Proudly Serving the Community for over 80 Years!*

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.