



## County of Monterey Internship Program

Office for Employment Training  
730 LaGuardia Street, Salinas, CA 93905  
Phone: (831) 796-3375 Fax: (831) 796-8564

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*Internships are valuable ways to gain work experience, school credit, enhance resumes, and explore careers. Recruitment may close at any time, so apply today!*

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### **INTERNSHIP BULLETIN September 1, 2008**

**Business Analysis Intern** (*Monterey County Parks Department*) Assist with research, survey, and analysis to determine the economic impact of the County Park System, develop and present a comprehensive report based on research findings. Requirements include; ability to analyze data and prepare reports of findings, course work or experience with statistical analysis and cost effectiveness, enrollment in a related college major, necessary computer skills, ability to work on uneven terrain for field work as needed, clean DMV record, valid CA. driver's license and proof of automobile insurance. 15+ hours per week. **Unpaid internship with possibility of compensation.**

**Coroner's Forensic Tech Interns** (*Sheriff's Department, Civil/Coroner's Division*) Interns will gain a full overview of the Coroner's Unit including the administrative, investigative, and autopsy functions of the division. Interns will gain work experience with medical terminology, investigative protocol, tissue donor procedures, evidence handling and packaging, and autopsy methods and procedures. Requirements include; enrollment in a related college major, ability to pass a background investigation, two semester or 6 month commitment at 8 hrs/wk. **Unpaid internship.**

**Crime Research Interns** (*Sheriff's Department, Enforcement Bureau*) Provide support for an Impact Fee Study. Duties include pulling case files from a five year period (approximately 3,000 to 5,000 cases out of 13,000) to identify origin (by penal code) of call for service to Monterey County's unincorporated areas. Research data in the report includes; report date, beat, felony, misdemeanor, incident, date & time occurred, code section, crime, and location. Intern will provide data entry of target information to produce a comprehensive report into either Excel or Access. Requirements include; enrollment in a related college major, ability to pass a background investigation, two semester or 6 month commitment at 10+hrs/wk. **Unpaid internship**

**Custody Operations Interns** (*Sheriff's Department, Custody Operations Bureau*) Interns will support inmate programs and services with various project work including; database management, research, handling phones for inmate inquiries and related information, and other filing. Interns will have interaction with Sheriff's Deputies, Sergeants, and Command Staff in authority. Interns will not have direct contact with inmates. Requirements include; enrollment in a related college major, ability to pass a background investigation, 2 semester or 6 month commitment at 10+ hrs/wk in a flexible schedule. **Unpaid internship.**

To apply, submit an application and resume to the Internship Program Office by email or fax. Applications may be obtained from the web site or by calling the Office. Internship recruitment may close at any time and applicants will participate in a competitive selection process.

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**Library Interns** (*Monterey County Libraries*) Tasks will vary according to student objectives and qualified students may choose from any of the 17 Library branches. Training and experience may include; using computer programs (Publisher or Library Applications), literacy tutoring, planning and presenting programs for children and/or adults, customer service, filing & sorting materials, and simple cataloging. Requirements include; enrollment in a related major, interest in gaining experience with a library system, ability to commit to 1 semester or 3 months at 5-10 hrs/wk in a flexible schedule. **Unpaid internship.**

**Museum Intern** (*Monterey County Parks Department*) Intern will be involved in the day-to-day operation of the Monterey County Agricultural and Rural Like Museum in King City. Intern will give cultural and historic guided tours of the museum complex, assist with the care of the collections and special conservation projects, and assist with the development of new exhibits and educational programs. Requirements include; enrollment in a related college major, computer database knowledge, clear DMV record and valid CA driver's license, and proof of auto insurance, ability to drive a personal vehicle for work related duties (mileage reimbursement provided), 1-2 semester commitment, 15+ hrs/wk, flexible schedule. **Unpaid internship.**

**Parks Planning Intern** (*Monterey County Parks Department*) Intern projects will include; Research of environmental variables that County Parks must address in environmental documents prior to transfer of properties to Parks system and proposed County recreational development (transfer of Fort Ord from FORA to County Parks), Review of various proposed County subdivisions and CEQA (California Environmental Quality Act) Initial Studies, Preparing application materials to County Planning Department for proposed improvements to existing parks or development of future parks; Assist with grant applications. Requirements include; familiarity with CEQA, enrollment in related college major or possession of a degree in a related major, ability to commit to two semesters or 6 months, clear DMV record and possession of a valid California driver's license, interest in gaining work experience in Fish and Game Department requirements for habitat management, grant writing, and park and recreation development. 15-20 hours per week. **Unpaid internship with possibility of compensation.**

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