



# SHERIFF

KIT CARSON COUNTY

Tom Ridnour • Sheriff | Travis Belden • Undersheriff

Kit Carson County Sheriff's Office • 251 16th Street suite 103 Burlington, Colorado 80807 • Office: 719-346-8934 • Fax: 719-346-7282

## Job Description

### Position: Sheriff's Office Paid Summer Internship

Kit Carson County Sheriff's Office is looking for a summer intern, who will be a high-school senior who is interested in learning more about the Criminal Justice System.

This position specifically works with the Director of Victims Services assisting victims through the criminal justice process in an informative, supportive manner that enables them to be involved and provide input into the process.

#### This position will also include interactions with:

- Kit Carson County Sheriff's Office Administration Division
- Kit Carson County Sheriff's Office 911 Center
- Kit Carson County Combined Courts

#### Commitment:

- This internship will start June 4, 2018 thru August 3, 2018 (Monday thru Friday)
- This paid internship requires a commitment of 20-30 hours per week, hours may vary weekly
- Must attend volunteer advocate meetings/trainings (1 per month)

#### Qualifications:

- Must at least be 17 years of age.
- Must have a grade point average above 3.5 GPA (must provide proof)
- Must have a valid Colorado driver's license
- Must have no active or pending criminal court cases
- Must be able to maintain confidentiality

#### Application Process:

Students wishing to enter into the Kit Carson County Sheriff's Office Intern Program will be required to submit a volunteer application and go through a criminal history and background check. In addition, each new intern must participate in a selection process which includes:

- Personal Resume
- 1 letter of Recommendation from a non-family member.
- Personal Essay answering the following questions:
  - o Why are you interested in a Kit Carson County Sheriff's Office internship?
  - o What do you expect to learn from the internship?
- In-person Formal Interview

Interested applicants may pick up an application at the Kit Carson County Sheriff's Courthouse at 251 16<sup>th</sup> Street, Suite 103, Burlington CO 80807. For additional information call 719-346-8934 and ask for Lisa Belden.

Application deadline is: April 20<sup>th</sup> at 4:30pm.