Public Service Intern Job Description

**Agency:** Ventura County Fire Department

**Title of Internship:** Records Technician Intern

**Department:** Business Services Bureau, Custodian of Records Office

**Location:** 165 Durley Ave., Camarillo, CA

**Description:** This internship will provide the successful candidate hands-on opportunities to develop skills in modern office management principles and practices and obtain knowledge of local government organization and functions pertaining to the Custodian of Records Office, including laws, guidelines and rules related to the Public Records Act and HIPAA.

**Responsibilities/Sample Assignments:**

- Performs records management support duties.
- Assists with the digitization of paper-based public records, including significant incident records, station journals and other records.
- Assists with inventorying and preparing records for digitization and online access.
- Helps to organize and maintain digital archiving.
- Assists in metrics development.
- Takes lead on project to create counterpart Spanish-language record request forms, including the translation process, formatting, and digital publishing.
- May assist the public in records requests.
- Performs other duties as assigned.

**Qualifications/Recommendations Interests/Preferred major:**

Qualifications: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Teams) and Adobe Acrobat Pro; Excellent organizational and communication skills; Detail oriented

Interests may include: Understanding laws, guidelines and rules related to the Public Records Act and HIPAA; research; subpoenas; file management systems; process improvement; public service

Preferred majors may include (but not limited to): Records Management or related field; Public Administration; Recordkeeping; Business; Project Management; Data Analysis

**Equipment to be used:**

- Desktop and/or laptop computer
- Printer/scanner

**Hours per week:**

Up to 20 hours a week when not in school. Up to 10 hours per week when school is in session.

**In person/Remote/Hybrid:**

In person