



VOLUNTEER OPPORTUNITY

Position Open: Friday, October 2, 2009, until sufficient applications received.
Position Title: POLICE VIDEO PRODUCTION ASSISTANT
Department/Division: Police Training Unit
Worksite Address: 3260 N. 40th Street
Hours/Week: 4 hours per week
Days of Work Week: Monday - Friday, Prefer Tuesday
Start/End Hours: 8:00 a.m. - Noon

Position Description: To provide coordinating support to the Training Unit Video Production staff. Volunteer will schedule locations for video shoots, contact persons requesting video projects to obtain pre-production requirements (such as scripts, actors, etc.), telephone department personnel to line up actors, and call staff to remind them of scheduled shoots.

Qualifications: Professional, friendly demeanor on the telephone and in person; good interpersonal skills; solid organizational skills; basic computer skills to operate a personal computer (PC).

Training: Volunteer will receive on-the-job training.

Special Requirement: Because of the confidential and sensitive nature of information handled, successful completion of a background investigation is required.

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Please complete the Volunteer Application available at Human Resources or from our website. Applications will be reviewed and individuals may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted.

APPLY: CITY OF MESA HUMAN RESOURCES
MESA CITY PLAZA
20 E. MAIN STREET, SUITE 130
MESA, AZ 85201

MAIL APPLICATIONS TO:
CITY OF MESA HUMAN RESOURCES
P. O. BOX 1466
MESA, AZ 85211-1466

Website: www.mesaaz.gov/jobs
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values,
and welcomes diversity in our workforce.
To this end, we encourage all interested people to apply.**