



# VOLUNTEER OPPORTUNITY

**Position Open:** Monday, July 7, 2008, until sufficient applications received.  
**Position Title:** COMMUNICATIONS 9-1-1 RECORDING ASSISTANT  
**Department/Division:** Police Department  
**Worksite Address:** Communications Division - 161 E. 6<sup>th</sup> Place  
**# Hours/Week:** 5 - 10 hours per week  
**Days of Work Week:** Program operates 24/7 - Volunteer may choose  
**Start/End Hours:** Volunteer may choose

**Comments:** Must be able to listen to a variety of scenarios that will include upset or emotional callers, violence, and coarse language.

**Position Description:** To assist in making CD's of 9-1-1, telephone, and radio recordings for use in court, submission to evidence, and for various department divisions. Primary task is to make audio CD's from computerized records. Volunteer will operate a computer workstation, listen to telephone and radio conversations, and complete related paperwork.

**Qualifications:** Basic computer experience; ability to type; ability to hear audio from a PC; ability to follow step-by-step procedures; attention to detail.

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

**Special Requirement:** Because of the confidential, 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:**  
HUMAN RESOURCES  
P. O. BOX 1466  
MESA, AZ 85211-1466

**Website:** [www.mesaaz.gov/jobs](http://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.**