



## SUPERIOR COURT OF ORANGE COUNTY

Department of Human Resources  
700 Civic Center Drive West, Human Resources, P.O. Box 1994  
Santa Ana, CA 92701-1994

<http://www.occourts.org/employment>

**INVITES APPLICATIONS FOR THE POSITION OF:**

### **EMERGENCY MANAGEMENT PROGRAM- UNPAID INTERNSHIP**

*An Equal Opportunity Employer*

#### **SALARY**

\$0.00 /Hour

**ISSUE DATE:** 01/27/14

**FINAL FILING DATE:** 03/31/14.

#### **THE POSITION**

### **Emergency Management Program - Internship**

#### **Program Description**

Orange County Superior Court's Emergency Management Internship program is designed to expose students and/or recent graduates to the principles and best practices of emergency preparedness and planning. The internship is part of the Court's Emergency Response and Security Services Unit, which is dedicated to building a safe and resilient Court community through preparedness, planning and training.

The selected intern will gain experience working as part of a team within a large government entity. Interns will have an opportunity to explore career options, apply academic knowledge and skills to the workplace, gain career skills, and network with professionals in the field of emergency planning. *This is an unpaid internship that does not lead to employment.*

The selected intern will:

- Attend training, e.g. in-house training offered by the Court and FEMA's Professional Development Series (PDS) courses;
- Research and present information on topics such as emergency planning, special needs/functional needs programs, Continuity of Operations plans, development of exercises and drills;
- Learn how to respond to emergencies and disasters at the Court and apply this knowledge in the event of an emergency at the Court.

In addition, the intern will complete a hands-on project or paper that will serve as a capstone to their internship experience and add to their professional portfolio. The intern will select an appropriate topic based on his/her interests under the guidance of the Emergency Response and Security Services Unit.

#### **Education Requirements**

This position is best suited for undergraduates, graduate students or recent graduates who have completed coursework in: Emergency Management, Political Science, Public Administration, Public Policy, Public Affairs/Communication or related fields.

#### **Time Commitment**

Minimum 12-20 hours per week for 3-6 months. Hours must be scheduled in 3-8 hour blocks of time during regular business hours (Monday through Friday between 7:30 a.m.-5 p.m.).

#### **Application Submittal**

A complete application package will be accepted until the needs of the court are met and must

include:

- An application to be submitted through the Court's online application process, including the Supplemental Questionnaire;
- A cover letter indicating the student's interest and what the student hopes to gain from participation
- Optional Letter of Recommendation from academic professor or employer, signed and on letterhead.

To learn more about how to create an application, click [HERE](#).

**Résumés will not be accepted in lieu of the required application and supplemental questionnaire.**

**Academic Credit**

Students may receive academic credit for successful completion of the internship program. However, academic credit is not guaranteed and will depend on whether the internship program meets the requirements of the student's educational institution. Students are solely responsible for working with their college or university to determine whether the internship program meets the institution's requirements.

**Status Notifications**

You will be notified by email during the process of this recruitment through governmentjobs.com. Please check your email spam/junk folders and accept emails ending with governmentjobs.com and occourts.org. If your contact information changes, please update your profile at [www.governmentjobs.com](http://www.governmentjobs.com).

**Questions?**

For questions on this recruitment, please contact Adriana Cortez at [acortez@occourts.org](mailto:acortez@occourts.org).

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.occourts.org/employment>

OR

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Santa Ana, CA 92701-1994

EXAM #EMER-0114  
EMERGENCY MANAGEMENT PROGRAM- UNPAID INTERNSHIP  
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**EMERGENCY MANAGEMENT PROGRAM- UNPAID INTERNSHIP Supplemental Questionnaire**

- \* 1. Are you currently enrolled at an accredited college or university as an undergraduate, graduate student, or are you a recent college graduate?
- Undergraduate Student  
 Graduate Student  
 Recent College Graduate (graduated within the past 3 years)
- \* 2. Have you completed any coursework in: Emergency Management, Political Science, Public Administration, Public Policy, Public Affairs/Communication or related fields?
- Yes     No
3. If you answered "Yes" to the previous question, please provide a listing of the related coursework (e.g. name of the institution, upper/lower division units, and number of credits/units).

\* 4. Can you be available for a minimum of 12-20 hours per week during regular business hours (Monday through Friday)?

\* 5. Did you remember to attach a cover letter?

Yes  No

\* Required Question