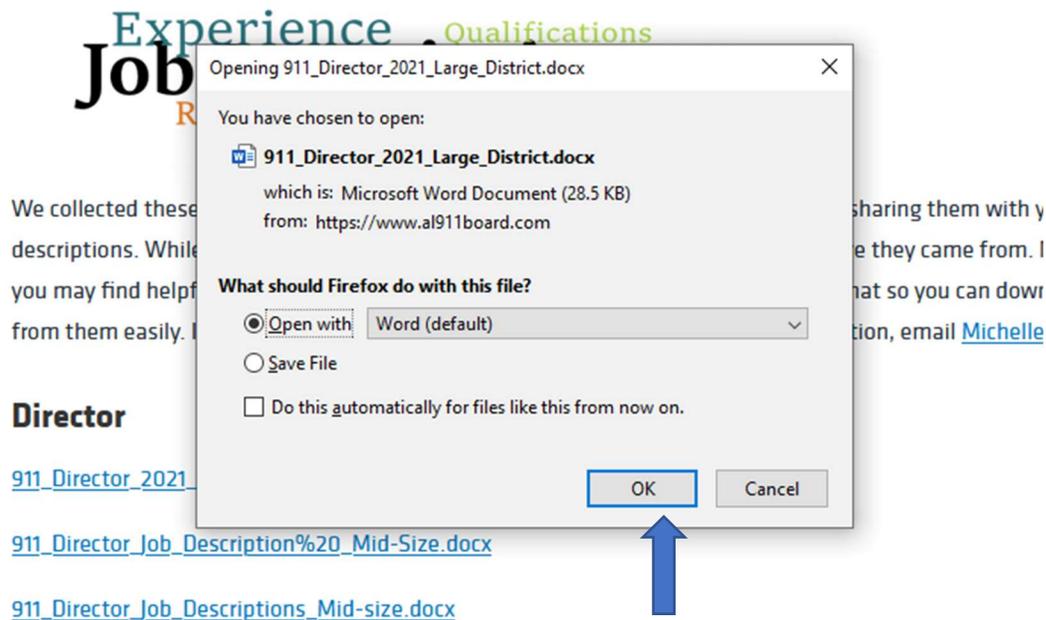
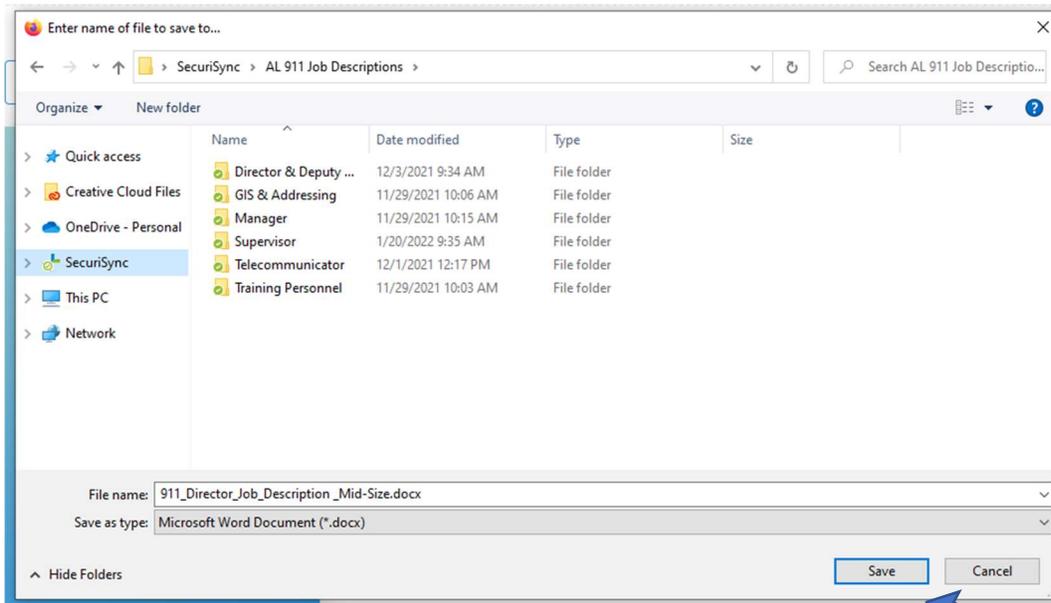


How to use these job descriptions:

Click on the link to the job description you want to use. A pop-up box will ask you what you want to do with the file.

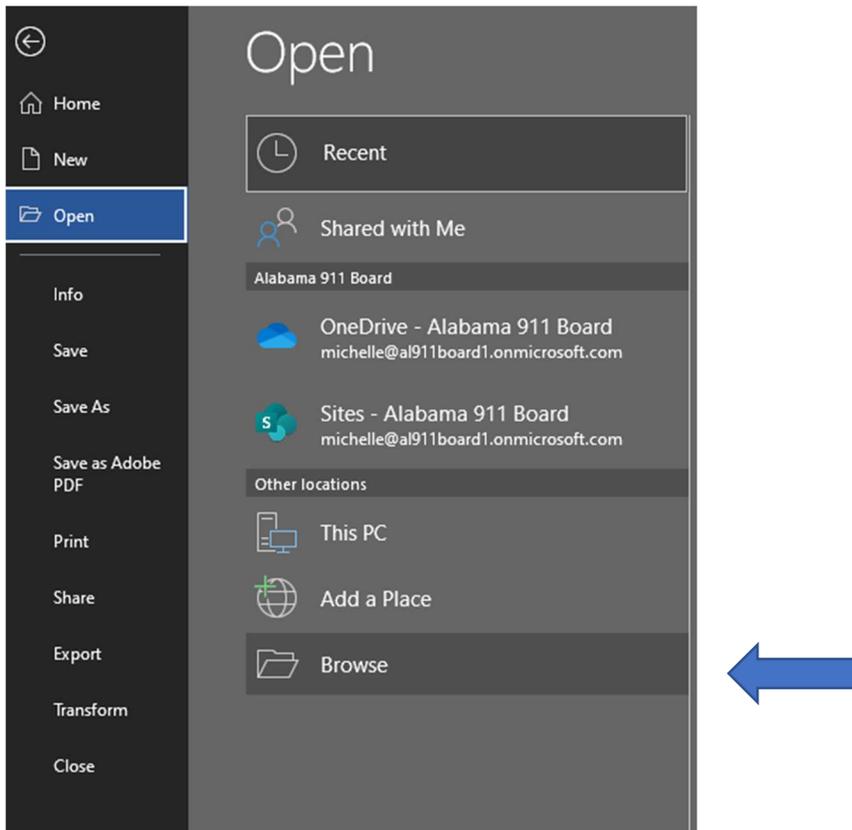


Click on Save File then click the OK button. Another window will open to save the file.

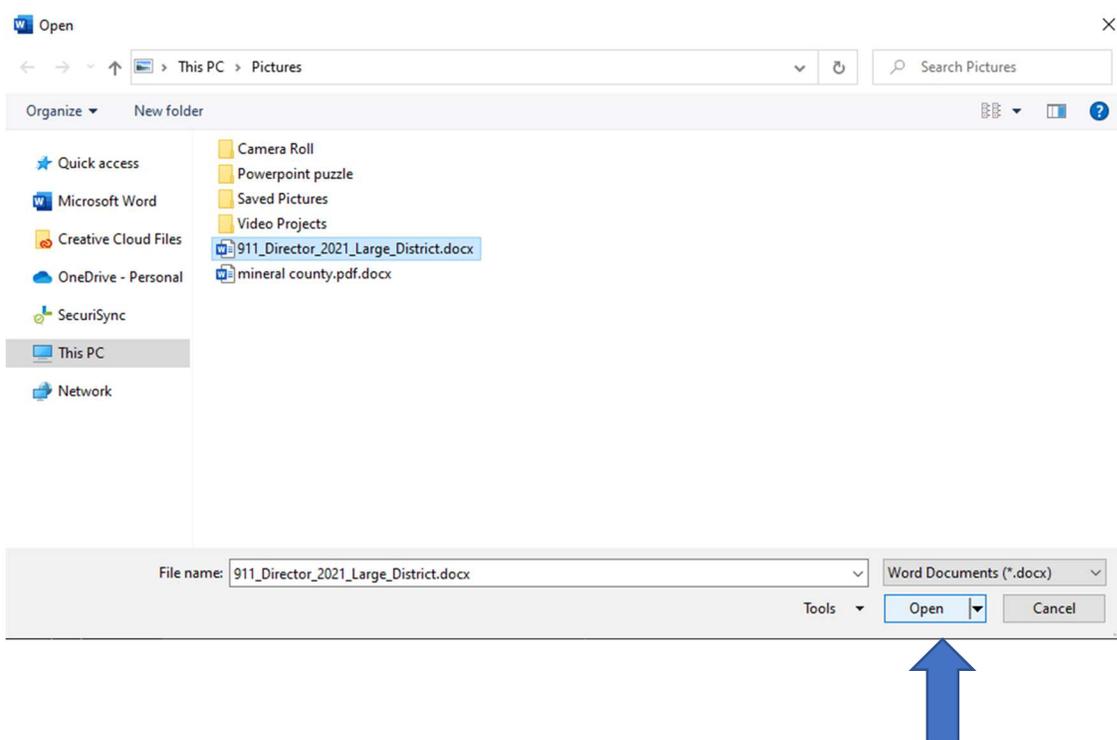


Choose the location you want to save the file and click the Save button.

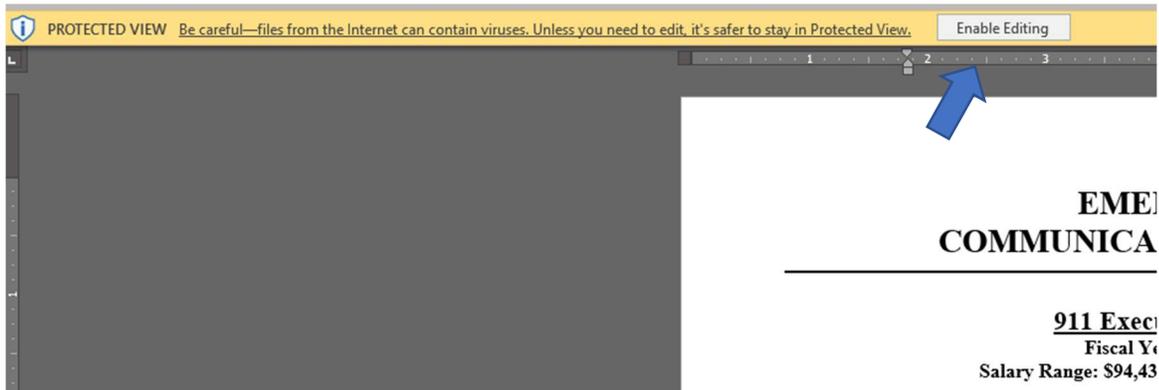
Open Word. Click on Open. Then choose Browse. If Word is already open, click File, then Open, then choose Browse.



Navigate to the folder where you saved the file. Click on the file then click the Open button.



Once the file is open, you may see a bar across the top with a warning about files from the internet. You may want to check with your IT guru to verify your files are scanned during download and saving. While the files you download from our website should be completely safe, you cannot be too careful with cybersecurity. Once your IT guru says it is safe, click the Enable Editing button.



You are now ready to make this job description rock for your PSAP!