



Colonel Kedrick Wills  
Director

# Idaho State Police

Service Since 1939



C.L. "Butch" Otter  
Governor

## Bureau of Criminal Identification Internship – Meridian Headquarters

The Idaho State Police has an unpaid spring 2018 internship opportunity within the Bureau of Criminal Identification (BCI).

### Opportunities for educational growth include:

- Conduct involved data searches which may require accessing and selecting multiple information sources or contact with clients or vendors to obtain information.
- Review, evaluate, and process records and/or documents.
- Manipulate and update manuals and/or computerized records systems.
- Engage with the public to complete required fingerprinting processes.

### Preferred skills:

- Knowledge of Microsoft Windows 7 or above.
- Knowledge of Microsoft Office 2007 or above.
- Basic knowledge and understanding of computer hardware and software.
- Good communication skills.
- Good customer service skills.

This is an unpaid internship that will require a minimum of 20 hours per week within the hours of 8:00 AM to 5:00 PM Monday through Friday.

If you or someone you know may be interested in this opportunity, please view more information at <http://www.isp.idaho.gov/hr/InternshipsWithISP.html> and respond via email with your resume by Friday, September 15.

Please contact me if I can be of assistance.

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EQUAL OPPORTUNITY EMPLOYER