



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 2019 internship opportunity within the Bureau of Criminal Identification (BCI) Applicant, Criminal History, or Sex Offender Registry Units.

Opportunities for educational growth may 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, or 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, October 19, 2018.

Please contact me if I can be of assistance.

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EQUAL OPPORTUNITY EMPLOYER