

Job Title: Marine Patrol Intern

Location: Biloxi, MS

Duration: 10-12 weeks, 40 hrs/week

Principal Responsibilities and Description:

Intern will be given several projects or jobs during the quarter so they can experience all the aspects of how the department operates. The responsibilities of the intern include but are not limited to: assisting the administrative officers with various duties; researching assigned projects; printing and copying documents; answering phones; running department errands and assisting the administrative assistant as needed.

Intern may at times be assigned to, and work on, the marine patrol boats under the direction of a sworn marine patrol officer. Interns may also be requested to assist the Boat and Safety / Training Officer with creating brochures, pamphlets and presentations on boat safety and training matters. Additional opportunities include working with dispatchers and assisting them in handling emergency and non-emergency telephone and radio calls.

Knowledge, Skills and Abilities:

The incumbent should be must be able to write clearly and concisely, have good communication and interpersonal skills, and good time-management skills. Must be able to work under pressure and have patience. The incumbent should be computer literate with the ability to perform research on the Internet and be competent in using Microsoft Word, Excel and PowerPoint.

Education and Qualifications:

Must possess or be attending school pursuing a Bachelor's Degree in Criminal Justice (preferred) or related field from an accredited four year college or university in the State of Mississippi. If degree is currently being pursued, the candidate must possess enough hours to be classified as a junior or senior and be in good standing with the college. As part of the application, please submit a copy of your transcripts (unofficial copy is acceptable). Must maintain a grade point average of at least 2.5.

A background check will be performed to include fingerprints being submitted for NCIC. Intern must not have any felony convictions, and must be able to pass a background investigation and criminal record check. The intern may undergo a background interview to determine eligibility requirements. Must also be able to deal with confidential documents in a trustworthy manner.