

THE MARYLAND DEPARTMENT OF STATE POLICE
2022 Fall Internships

Education & Training Division

Job Title: Administrative Intern

Number of Interns: 1

Reports to: TBD

Locations: Sykesville, MD

Job Overview: In this position, the intern will be expected to assist with data entry, electronic and hard copy filing, and the creation of lesson plan materials. The intern will focus on learning how the administrative functions of our division operates.

Responsibilities and Duties:

- Assist with light data entry duties, and electronic filing duties within division computer systems. (Familiarity with Google Suite and Microsoft Office)
- Assist Academy Instructors with various research projects and or special projects and the development of associated materials. (Lesson Plans, Power-points, ETC)
- Audit academy classes to learn material as taught by academy instructors.
- Assists with the various employee programs as directed by administrative staff.
- Makes photocopies, faxes documents and performs other clerical functions.
- Files papers and documents into appropriate employee files.
- Assists Instructors by participating in non-contact scenarios.
- Prepares new employee files.
- Processes mail.
- Performs other duties as assigned.

Motor Vehicle Division

Job Title: Intern

Number of Interns: 1

Reports to: Deputy Director Chris Holland

Locations: Jessup, MD.

Responsibilities and Duties:

- Conduct uplift of MSP vehicle with emergency equipment
- Decommission process of vehicle
- Learn various processes to help the public navigate through online systems.
- Provide customer service; address questions from callers.

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Office of the State Fire Marshal- Southern Region

Job Title: Intern

Number of Interns: 1

Reports to: Commander John A. Nelson

Locations: Prince Frederick, MD.

Responsibilities and Duties:

- To assist with some administrative work (filing, document organizing and other misc. items) at the Fire Marshals Southern Regional Office in Prince Frederick

Criminal Investigation Bureau

Job Title: Management Associate Intern

Number of Interns: 1

Reports to: Captain Gary Mounts

Location: Hanover, MD.

Responsibilities and Duties:

- Answer calls and forward voicemails and emails that come into the division headquarters.
- Prepare and maintain GED's administrative and personnel files according to agency policy.
- Work with commander to make sure that the divisions and unit's DLI programs are being submitted and organized in their respective files.
- Prepare division wide requisitions for supplies and equipment.
- Responsible for expungement request that come to the division.
- Create, review, and maintain the end-of-month reports to include the MVD 125fleet report.
- Maintain and organize the division's org charts with the assistance of the Lieutenant Colonels executive officer.
- Create and maintain CED personnel rosters, contact information, and other personnel/administrative forms as required by agency policy.
- Other duties as assigned by the CED command.