

North Carolina
State Highway Patrol
Internship Program

INTERNSHIP POSITION DESCRIPTION FORM

This form shall be completed by the Section/Unit/Troop/District supervisor who will supervise the potential intern on site. Contents of the form will be used to post an internship opportunity on the State Highway Patrol portion of the NCDPS internet website. Upon completion, send to the NCSHP Internship Coordinator at Patrol Headquarters.

Contact Information	
Title, Name, Registry, Troop/District:	Sgt. D. L Mobley #1239 C/6 Johnston County
Address:	3783 US 301 South
City, State, Zip:	Smithfield, NC 27577
Work Phone:	919-934-2186
Fax:	919-934-2187
E-Mail:	Derek.mobley@ncdps.gov

Basic Information	
Work Location (Station & City):	Troop C District 6 Smithfield, NC
Work Schedule (i.e. M-F, 0800-1700):	M-F, 0800 - 1700
Start Date (Begin Date):	01/15/2017
End Date (Conclusion):	05/01/2017
Semester (Check the term that coincides with dates required): <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Fall <input type="checkbox"/> Summer	

Internship Position Description (List title, duties, responsibilities, expectations, etc.)
The intern will assist with general office duties such as, data collection, data entry, filing, statistical compilation, public requests, and perform other day-to-day administrative functions within a law enforcement setting. Position has a typical 0800-1700 hours expectation; however, days and hours can be revisited for flexibility and accommodation. The intern will have an opportunity for limited exposure to various aspects of Highway Patrol operations including office duties, communications, patrol/enforcement, training, administration and special operations.

Preferred Major(s), Experience, Qualifications, Certifications, etc.
The selected applicant should be in good standing with the college/university and preferably enrolled in a criminal justice, public administration or business administration field of study. Intern will have the opportunity to have limited exposure to various aspects of Highway Patrol operations to include: Office duties, communications, patrol / enforcement, training, administration and special operations. Intern must be of good character and have an acceptable criminal background due to the nature of the position.