

Sheriff's Department Intern

Role and Responsibilities:

- Observe and learn about how the Sheriff's Department operates
- Assist in processing gun permit applications, ensuring proper documentation
- Assist with clerical work including filing and data entry
- Research and special projects as requested
- Strict confidentiality

Qualifications and Education Requirements:

Must be enrolled in High School, College or Graduate school at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

Criminal Justice, Psychology, Sociology, Law

Preferred Skills:

- Must be able to function appropriately in a professional setting
- Computer and Research Skills
- Writing skills
- Communication skills
- Maturity and confidence.

Department: Sheriff's Department

Location: Putnam County Sheriff's Department
3 County Center
Carmel, NY 10512

Hourly Rate: High School Student \$10
College Student \$11
Graduate Student \$12

Schedule: 28 hours/week for 8 weeks