



IT - INFRASTRUCTURE INTERN INFORMATION TECHNOLOGY BUREAU

GENERAL DESCRIPTION

Under the supervision of the Bureau designee, the Intern will provide specific functions related to assigned location of internship. The Intern can expect an increasing amount of responsibility related to internship, while gaining professional work experience and first hand involvement with services that support the law enforcement community. The Intern observes and learns as the Information Technology Infrastructure designee carries out the following:

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintenance, support, and troubleshooting of hardware, software, networks, printers, and other systems in the following areas: Network & Server Administration, Desktop Support, Enterprise Architecture, Security Systems, Production Application Services, Asset Management, Storage Area Network, Project/Portfolio Management, and/or Document Management.
- Hardware Installation and Support for Servers, Computers, Printers, Scanners, Plotters, Projectors.
- Software Installation and Support: various Windows operating systems, various versions of MS Office Suite. Ensure that all software upgrades and patches are kept current as per PCSO standards.
- System Data Tapes: Backup, Retrieval, and Storage.
- IT Inventory control of hardware, software, and telephone equipment as needed with supervisor approval. Ensure that the hardware and software are in compliance with PCSO standards.
- Identify, plan, and implement end-user training in all areas of computer operations as assigned.
- Maintain organization and cleanliness of the IT department work areas (server room, offices, storage rooms, work benches).
- Participates in Sheriff's Office recruitment and community relations activities as directed.

QUALIFICATIONS

- Currently enrolled in bachelor's or master's level program, preferably in information technology, computer science, computer technology, or related field
- Minimum 2.5 G.P.A.
- Minimum 18 years of age

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



- Must have a valid driver's license
- Strong writing and interpersonal skills
- Excellent computer skills
- Ability to work independently or part of a team
- Flexibility and ability to multi-task

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.