



Attorney General Josh Shapiro *Internship information*

Section Name: Bureau of Investigative Services – Criminal Law Division

Section Description: The Bureau of Investigative Services provides technology, specialized services, and training to support criminal investigators throughout the Office of Attorney General. This internship offers an outstanding introduction to the practical side of criminal justice. Intern will receive an inside look at law enforcement training and will learn from members of the Office of Attorney General who have decades of experience in the criminal justice system at the state and municipal levels.

Contact: Alixandra Eichelberger
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(717) 857-2106

Locations: Harrisburg

Hours per week: 12+

Intern Roles/Responsibilities:

- Create and maintain spreadsheets containing training data for every agent in the OAG;
- Receive, organize, and post training documents from trainers across the Commonwealth;
- Complete OST forms to initialize outside training;
- Monitor the movement of new agents through a training matrix;
- Complete weekly reports for the Director on training documents received and those past due;
- Research vendors and venues for training, as directed by the Director;
- Accompany the Director on region visits, inspections, and audits;
- Additional duties as assigned.

Qualifications:

- Must be enrolled and in good standing with an accredited college or university;
- Must be highly organized and able to work independently;
- Experience with spreadsheets and digital files preferred;
- Strong preference will be given to students with interest in law enforcement/criminal justice;

Application Requirements:

- Apply using our online application; <https://www.attorneygeneral.gov/the-office/employment/>
- Attach a resume, cover letter, writing sample (optional), and copies of transcripts for all colleges attended;
- If selected, applicants will be required to submit to a thorough background investigation.