



Seminole County Sheriff's Office

PROGRAM INTERN

Class Spec Code: 1010
 Established Date: 10/15/2020
 Last Revised Date: 01/19/2022
 Effective: 01/19/2022

Salary Range

\$11.16 Hourly

Bargaining Unit

N/A

EEO

EEO4-Administrative Support

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

TEMP INTERN

Physical Class

DTME

Classified Service

No

General Description

The Seminole County Sheriff's Office is now accepting Pre-Screen Questionnaires for the PROGRAM INTERN program (a 6 month temporary position). All Pre-Screen Questionnaires require a **NOTARIZED [Background Waiver](#)** included in the link provided and are to be uploaded to your Pre-Screen Questionnaire. **Pre-Screen Questionnaires will be accepted until DATE**

Typical Duties

The position of Program Intern assigned to the Seminole County Sheriff's Office

Minimum Qualifications

- Enrolled in a College or State University
- Must demonstrate the ability to communicate effectively, both verbally and in writing
- Maintain a valid Florida Driver's License
- Ability to pass a background investigation

Successful applicants will be required to complete and submit an entire employment application, which will be provided to the applicant by the Human Resources Division. The applicant will then submit to a thorough background investigation, which includes, but not limited to, past employment/education verification, driver license review, credit history, prior drug use history, arrest/conviction record, and computerized voice stress analysis (CVSA) testing. A certified examiner administers the CVSA with questions addressing illegal drug use and general questions of honesty and criminal history. Any dishonesty or deception on the Pre-Screen Questionnaire or Employment Application will disqualify your application.

Candidates must comply with the Body Ornamentation policy, which includes tattoos, brands, intentional body/tongue piercing (not including normal piercing of the earlobe for earrings) or mutilation and dental ornamentation. "Visible" is defined as body ornamentation that is visible on the arm below the sleeve of a short sleeve or golf-style shirt or above the collar of a short sleeve or golf-style shirt. Any visible body ornamentation must be disclosed at the time of application.

Applicants not selected for employment will receive notification from the Human Resources Division, to include justification based on the following disqualifiers: negative background, failure to meet minimum qualifications as outlined in the specific job description, or any additional information discovered during the interview process.

Please direct any questions to:
 Seminole County Sheriff's Office
 Human Resources Division
 100 Eslinger Way
 Sanford FL 32773
internship@seminolesheriff.org
 (407) 665-5044

The Seminole County Sheriff's Office is committed to a diverse workforce, is a drug free workplace and is an equal opportunity employer.

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's

duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.