

# Criminal Justice Assistant CIDRIS Assistant System Administrator INTERNSHIP



## Minimum Knowledge, Skills & Abilities

- Must be proficient in Microsoft Office 2007
- Must be Computer Science major or minor
- Knowledge of Oracle, SQL Server, Visual Basic, Java, IBM WebSphere MQ, Linux, and JBoss
- Ability to work independent or in groups with minimal supervision
- Must sign confidentiality agreement
- Must be able to pass background investigation
- Ability to analyze system incidents and recommend solutions to resolve problems
- Ability to research, analyze & interpret application programming problems
- Conduct investigation meetings with Agency level Manager or Staff
- Administer programming and modeling tools used for CJIS applications and develop routines
- Must adhere to Bureau of Enterprise Systems and Technology's (Best) Internet usage rules

## To apply visit:

[www.ct.gov/opm/internship](http://www.ct.gov/opm/internship)

Send completed application and materials to:

[opm.internships@ct.gov](mailto:opm.internships@ct.gov)

For further information contact:

**Bette Jenak**

Director of Organizational & Staff Development

Email: [bette.jenak@ct.gov](mailto:bette.jenak@ct.gov)

Phone: (860) 418-6324

## Additional contact:

**Gary Wollman**

CIDRIS Project Business Manager

Email: [gary.wollman@ct.gov](mailto:gary.wollman@ct.gov)

Phone: (860) 622-2147

## Learn Valuable

### Job Skills & Experience

Learn valuable job skills that can help you gain high level experience in the field of Criminal Justice. Interns will assist professionals in the support and implementation of key Criminal Justice Information System (CJIS) Governing Board initiatives by conducting field research and providing technical assistance on current criminal justice topics. This internship is un-paid and is a minimum of ten hours per week. Visit us on the web:

<http://www.ct.gov/opm/cwp/view.asp?a=2969&q=3>



## Interns will have opportunities to:

**Learn About Government** – Learn how the legislative process works in Connecticut, the value of OBTS and the capability it offers with investigation work from a Criminal Justice perspective.

**Work with other interns on agency-wide projects** – Develop testing tools for CJIS projects such as OBTS, CIDRIS and CISS.

**Create and Monitor Tasks** – Monitor Up-Time messages from all applications CIDRIS and OBTS to determine when action must be taken and recommend action to be taken.

**Provide the Senior Systems Administrator** with recommendations on how to standardize operations on MQ Server or Client

**Assist Testers** – Assist testers with running a series of predetermined test messages to determine if the vendor's system can send NIEM conformant messages to CIDRIS and receive messages from CIDRIS successfully.



**The deadlines for applications are as follows:**

**Summer Intersession - April 1**

**Fall Semester – July 1**

**Winter/Spring Semester- December 1**

*Late applications will be considered*