



Mississippi Department of Marine Resources

SOLICITATION: **REQUEST FOR APPLICATIONS**

RFA NUMBER: 3140002160

SMART NUMBER 1450-20-R-RFQI-00014

TO PROVIDE: Marine Patrol Intern

ISSUE DATE: February 14, 2020, 10:00 AM CST

LOCATION: Mississippi Department of Marine Resources
1141 Bayview Avenue
Biloxi, Mississippi 39530

MDMR CONTACT: Valerie McWilliams
(228) 523-4118
procurement@dmr.ms.gov

CLOSING DATE AND TIME: March 10, 2020, 10:00 AM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a **Marine Patrol Intern**.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

The Office of Marine Patrol provides marine enforcement of federal and state laws and the ordinances of the Commission on Marine Resources for the protection, preservation and conservation of Mississippi’s seafood, aquatic life and associated coastal wetlands habitats. Marine Patrol also carries out the enforcement of state and federal laws pertaining to boating safety and provides emergency assistance concerning the state’s marine environment.

Scope of Work/Job Duties

The scope of work/job duties for this position will include:

- Assisting the Administrative Assistant and officers with various duties;
- Researching assigned projects;
- Printing and copying documents, answering phones and running department errands;
- Assisting Marine Patrol Officers on Marine Patrol vessels;
- Assisting the Boat and Safety Training Officer with creating brochures, pamphlets and presentations on boat safety and training;
- Assisting Dispatchers handling emergency and non-emergency telephone and radio calls; and,
- Performing other duties as assigned by the supervisor and/or Office Director.

Minimum Qualifications

The minimum qualifications the MDMR is seeking for this position include:

- **Education:** Must possess or be pursuing a Bachelors’ Degree in criminal justice from an accredited four-year college or university. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Other:** Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). **Please Note:** Candidate should have completed the Mississippi Boater Safety Course if born after 1980. If the candidate has not completed the course, they will be required to complete the course taught by MDMR Marine Patrol after hire. MDMR will verify Driver's License and Boater Safety.

Knowledge, Skills, and Abilities

The candidate must not have any felony convictions and must be able to pass a background investigation, fingerprinting and criminal record check. The candidate may undergo a background interview to determine eligibility requirements. The ideal candidate must be able to deal with

confidential documents in a trustworthy manner and be able to work under pressure while maintaining patience. The candidate should have excellent communication and interpersonal skills. The candidate must demonstrate good time management skills and be able to write clearly and concisely. The candidate must be proficient in Microsoft Word, Excel and Power Point and have the ability to perform research on the internet.

Compensation and Hours Worked

This internship position pays \$10.00 per hour and is for 40 hours per week. This position is for up to 12 weeks, depending upon the intern's school schedule. **Please Note:** This position will not begin until June 1, 2020, or after, depending on the intern's school schedule.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed.)
- Attach a resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.
- Attach a copy of your college transcript (an unofficial copy is acceptable).

You may submit your application packet (all of the above) in one of three ways:

- Via email to procurement@dmr.ms.gov;
- Via U.S. mail, postage prepaid, to Procurement Office, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to the Procurement Office at the above address.

The **deadline** for receiving applications is **March 10, 2020 at 10:00 a.m.** Late applications will not be accepted. You may be required to interview in person at MDMR in Biloxi, Mississippi or by telephone.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to Valerie McWilliams at procurement@dmr.ms.gov

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the Procurement Director.

Equal Opportunity Statement

MDMR will select the candidate for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.