



# Administrative Office of the Courts

## *Intern OPPORTUNITY BULLETIN*

**POSITION TITLE:**

Internship – Unified Family Court – Domestic Violence Injunctions

**SUMMARY:** The major service tasks for the intern in Unified Family Court – Domestic Violence Injunctions will be to review daily domestic violence dockets to identify and track cases, as well as prepare and update case summaries for Judges. Additionally, the intern will contribute to the development and refinement of program procedures by writing and editing internal documentation to ensure consistency and clarity.

**EDUCATION and/or EXPERIENCE:**

Enrollment in an accredited university or college, in pursuit of a graduate degree in social work, criminal justice, public administration, or a related field. Some experience and/or interest in domestic violence issues and court processes related to family matters.

**ESSENTIAL DUTIES:**

- Review Injunctions for Protection (domestic violence) dockets daily.
- Update and create case summaries for judges presiding over injunctions for protection cases.
- Add new cases and maintain tracking log.
- Email accurate case summaries to the judges' judicial assistants on a timely manner.
- Contribute in writing and/or editing program procedures.
- Handle special projects requiring research through case files, clerk of the court records, and law enforcement databases.
- Conduct assessments in order to make meaningful recommendations.
- Perform basic case management duties to include establishing and/or maintaining contact with case parties.
- Contribute social work skills to increase delivery of professional services to the judiciary.

**INTERN'S BENEFITS:**

- Parking validation. (**Contractors are ineligible.**)
- Obtain a working knowledge of court processes, including Domestic Violence injunction process.
- Domestic Violence, Family Law and Dependency court watch opportunities.
- Participate in comprehensive case staffings.
- Exposure to other Court Programs and overview of their functions.
- An overview of the 13<sup>th</sup> Judicial Circuit Courts.
- Develop measurable work experience to strengthen professional career opportunities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work in an environment focused on families in crisis from diverse backgrounds.
- Ability to handle sensitive matters with integrity and confidentiality.
- Good organizational and time management skills with attention to detail.
- Good verbal and written communication skills.
- Proficiency in Microsoft Office and basic computer skills.
- Positive, proactive, and personable team player.
- Good research and analytical skills.
- Sense of commitment and responsibility to the mission, vision and values of the organization.