



Administrative Office of the Courts

Intern OPPORTUNITY BULLETIN

POSITION TITLE:

Internship – Unified Family Court

SUMMARY: The major service tasks for the intern in Unified Family Court will be to assist case management staff with Administrative duties.

EDUCATION and/or EXPERIENCE:

Enrollment in an accredited university or college, in pursuit of a bachelor's or graduate degree.
Some experience and interest in child welfare issues and court processes related to family matters.

ESSENTIAL DUTIES:**Dependency**

- Update Shelter Log daily inputting new cases from the Shelter Docket.
- Assist dependency case managers with updating court sheets.
- Attend daily detention dockets at 9:00 am for delinquency hearings. Before the detention docket, determine if any dependency children are on the docket and notify the detention judge.
- Assist with preparing court sheets for daily Shelter Dockets.
- Assist in scanning case files.

Domestic Relations

- Retrieve voicemails from the Pro-Se voicemail line and email the Voicemail Log to the Domestic Relations case manager unit. This will be completed daily once a day in the morning by 10:00 am.
- Open and review mail addressed to the Domestic Relations Case Management unit. Sort the mail in the appropriate case manager's mailbox. Task should be completed daily once a day at 2:30pm (last mail run).
- Assist the Domestic Relations case managers with mailing printed court orders as needed.
- Assist with the Domestic Violence case summaries and documenting outcomes in Excel spreadsheet.

INTERN'S BENEFITS:

- Parking validation
- Domestic Violence, Family Law and Dependency court watch opportunities
- Exposure to other Court Programs and overview of their functions
- An overview of the 13th Judicial Circuit Courts

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.
- Sense of commitment and responsibility to the mission, vision and values of the organization.