



The Superior Court of California, County of Amador
Invites Applications for the Position of

Court Intern
Part Time (10-30 hours/week)/Temporary
\$7.50 - \$8.50/hour
Final Filing Date – Continuous*

POSITION SUMMARY

Under direct supervision, this intern level position performs a variety of entry-level clerical duties in support of court operations, such as filing, copying, sending facsimiles, and word processing. Other duties may be assigned as needed. It is intended that Court internships provide an opportunity for students to gain insight into the California Trial Court system, as well as obtain valuable work experience.

Length of intern positions are for one semester each, although students working as interns in the spring semester may have the option to continue into the summer. However, the internship cannot extend beyond a 180-day period. Actual length of internships, however, are subject to the availability of work, performance, and the maintenance of satisfactory academic performance.

REPORTING RELATIONSHIPS

Reports to the Assistant Court Executive Officer or one of the Court Supervisors, as assigned. Interns also receive guidance and direction from the Human Resource Analyst in general areas.

MINIMUM POSITION REQUIREMENTS

Education:

Currently enrolled in high school and maintaining satisfactory academic performance levels. Students already participating in the program during a spring semester may have the option to continue the program into the summer even if they have graduated.

Knowledge of:

- Filing systems.
- Standard office practices and equipment.
- Public and community relations.
- Legal terminology, a plus.

Skills:

- Strong written and oral communication skills, including use of correct grammar and spelling and the ability to follow oral and written directions.
- Intermediate skills in word processing.
- Use of office equipment, including computers, telephones, calculators, copiers and fax.
- Ability to type accurately at the speed of 45 words per minute.
- Ability to use audio-visual equipment.

- Ability to work independently; maintain confidentiality and use sound judgment in performing court-related duties.
- Strong interpersonal skills dealing with the public.
- Ability to establish and maintain effective working relationships with others.

Physical Requirements:

Must be able to sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to lift boxes of stored documents weighing up to 25 pounds; ability to work under demanding conditions.

INDIVIDUALITY AND ACCOUNTABILITY:

Student interns will work under the supervision of Court staff, and will be held accountable for maintaining the confidentiality of information to which they have access.

WORKING RELATIONSHIPS AND CONTACTS:

Establish and maintain cooperative working relationships within the organization with emphasis on team building (both with peers and management); ability to demonstrate interpersonal and communication skills dealing with the public and other agencies; work in a high visibility, high volume environment.

COMPENSATION AND BENEFITS:

- Interns will be paid at an hourly rate.
- Student intern positions are not eligible for benefits, will not be paid for holidays, and are considered temporary employees.

APPLICATION AND SELECTION PROCESS:

Complete an Amador Superior Court application form and submit along with your resume to:

**Amador Superior Court
500 Argonaut Lane
Jackson, CA 95642
Attn: Human Resources**

Email: gsetter@amadorcourt.org

Telephone: 209-257-2682 Fax: 209-257-2677

*Application can be downloaded from the Amador Superior Court Website at
www.amadorcourt.org*

***Filing Deadline:** The application-filing period is continuous for this temporary intern position. Therefore, it is important to submit applications as soon as possible.

The selection process is subject to change. Court staff will review student intern applications and select the most highly qualified candidates for interviews, as positions are available. Applications will be held in an active file for six months. Positions will remain open until filled. If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation contact the Amador Superior Court, 209-223-6667.