



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

Court Intern
Part Time (10-30 hours/week)/Temporary
\$8.00/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 approval of the Court Executive Officer, availability of work, satisfactory job performance, and the maintenance of satisfactory academic performance.

REPORTING RELATIONSHIPS

Reports to Court Manager and/or Court Executive Officer.

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.

Work Permit:

- Possession of a valid work permit as required by law.

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:

Ability to work in a standard office environment, including the ability to lift boxes of stored documents weighing up to 25 pounds.

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 optional resume to:

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

**Email: sarnold@amadorcourt.org
Telephone: 209-257-2682 Fax: 209-257-2677**

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

Applications and related materials may be submitted by mail, e-mail or facsimile.

The selection process is subject to change. Applicants will be notified if changes are made. The Court will screen and select applicants for interviews based on information submitted on the applications and recommendations of their school counselors. Position will remain open until filled.

The selected applicant will be subject to a background check, which may include and may not be limited to a Livescan and drug screen. Employment is contingent upon a satisfactory background check and drug screen.

Equal Opportunity Employer

Amador Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, disability, medical condition, age, marital status, or political affiliation, as required by applicable federal and state laws.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.