

INTERN

DEFINITION

Under direct supervision, current college students or recent college graduates are provided with an opportunity to explore careers with the Court while gaining professional work experience outside of the classroom environment. Employment in this class is considered to be part-time, temporary and unpaid.

EXAMPLE OF TYPICAL TASKS

Data entry
Provide general office support
Create handbooks or manuals
Conduct research
Conduct special studies and surveys
Collect and compile Court-related data
Organize or assist in creating special programs and/or materials
Perform a variety of routine administrative duties
Filing documents in alphanumeric and chronological order
Filing case files

EMPLOYMENT STANDARDS

Knowledge of:

- Office practices and procedures
- Alphabetical, numerical and chronological sequences used in filing
- Rules of English grammar, spelling and punctuation
- Standard office equipment and personal computers

Ability to:

- Follow written and oral instructions
- Communicate effectively
- Use basic computer programs
- Identify problems and seek appropriate assistance
- Establish effective working relationships with others

EXPERIENCE/EDUCATION

No experience necessary. Must be a college student or recent college graduate who is self-motivated, detail oriented, analytical, and has good organizational and communication skills.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 20 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and standing for prolonged periods of time.

OTHER REQUIREMENTS

A valid California drivers license may be required.