

# **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

## **INTERN – COURT SERVICES INTERN – SUPERIOR COURT, JUVENILE DIVISION**

Spec No. 9202

### **SNOHOMISH COUNTY INTERNSHIP PROGRAM**

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

### **BASIC FUNCTION**

To provide general program assistance to Snohomish County Superior Court - Juvenile Division, Court Services Unit.

### **STATEMENT OF ESSENTIAL INTERNSHIP DUTIES**

1. Assists in filing of paperwork and court orders into social files.
2. Assists in data entry and analysis.
3. Assists in the administration of screening tools.
4. Assists in court proceedings.
5. Observes and learns about probation meetings, court hearings, risk assessment and case management process.
6. Assists in coordination of program events and activities.
7. Assists in the collection and dissemination of community resources.
8. Assists in meetings regarding program development and community advocacy.
9. Attends various Superior Court departmental meetings and trainings.
10. Attends an overview of Juvenile Probation, Detention, and CASA programs.

### **STATEMENT OF OTHER INTERNSHIP DUTIES**

11. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may provide proof of summer or fall enrollment. Must be enrolled in a program of study that is related to Criminal Justice, Human Services or Education and hold a 3.0 GPA on the date of application.

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#### **SPECIAL REQUIREMENTS**

Must sign a confidentiality agreement as a condition of employment. Must be able to commit to a 6 month internship. Hours are flexible, a regular schedule will be agreed upon with the supervisor, during regular business hours, Monday-Friday, 8 a.m. to 5 p.m.

#### **KNOWLEDGE AND ABILITIES**

Increase Intern knowledge of:

- the principles of criminal justice, juvenile probation
- the principles of strengthening family relationships
- communicating effectively with difficult populations
- computerized applications and general office and classroom procedures

Increase Intern ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- work within a youth probation, treatment, and courtroom environment
- handle multiple tasks efficiently in a busy courtroom and/or office environment
- independently organize tasks and work in a team environment
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other network applications as available

#### **SUPERVISION**

Intern will report to a Court Services, Senior and/or Supervisor as assigned. The work is reviewed through periodic status reports and results obtained.

#### **WORKING CONDITIONS**

The work is performed in the usual office environment and may include field trips to outlying areas.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: September 2015

Revised: February 2018

EEO Category: 6 – Administrative Support

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage.