

SNOHOMISH COUNTY INTERNSHIP DESCRIPTION

INTERN – COURT SERVICES INTERN – SUPERIOR COURT

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.

STATEMENT OF INTERNSHIP DUTIES

1. Assists in filing of paperwork and court orders.
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. 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.

SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

KNOWLEDGE AND ABILITIES

During the course of the internship, the intern may develop knowledge, skills, and abilities in:

- preparing clear and concise written and oral reports;
- communicating effectively with difficult populations;

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- computerized applications and general office and classroom procedures.
- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- handle multiple tasks efficiently in a busy courtroom 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 designated court employee 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 off-campus work.

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

[EEO policy and ADA notice](#)

Class Established: September 2015

Revised: February 2018, January 2021

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.