



Administrative Office of the Courts Internship OPPORTUNITY BULLETIN

DEPARTMENT: Judiciary

DATES: May-August 2022

HOURS: 15+ hours/week

POSITION TITLE: Judicial Internship

SALARY: Unpaid, internship may be for academic credit depending on college/university approval

This position will be stationed at the Main Judicial Complex
[205 North Dixie Highway, West Palm Beach, Florida 33401](#)
[Remote work is not available](#)

SUMMARY:

The Fifteenth Judicial Circuit is seeking Undergraduate summer interns with an interest in attending law school to support the judiciary and assist with research, case management, trial support, and case file review. Interns will observe court hearings and trials, review cases, draft memoranda, and provide other types of administrative and legal support to the judge whom they are assigned. Students will also attend planned panels, seminars, and lunch & learns to gain knowledge of the court system. This position is based at Palm Beach County Main Courthouse and involves interacting with judges, judicial assistants, clerks, attorneys, law enforcement, courtroom security, witnesses and the general public.

MINIMUM QUALIFICATIONS:

Applicants must be going into their junior or senior year in college. Must have a minimum 3.0 GPA exceptional research, writing, technology and organizational skills. Proficiency in PowerPoint and Excel preferred.

ESSENTIAL DUTIES (*the omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification*):

The duties of this position are to support the judiciary and assist with research, case management, trial support, and case file review. Attend Court hearings as needed to assist Judges. Provide administrative assistance as directed. Establish working relationships with judges, court personnel, professionals associated with the legal community and the public.

KNOWLEDGE SKILLS AND ABILITIES:

Strong written and verbal communication skills. Basic knowledge of the legal system. Must be highly organized; demonstrate close attention to detail and the ability to work in demanding situations. Must have the ability to interact with a diverse set of people including elected officials with a professional, positive and friendly demeanor. Must be proficient in Microsoft Office Products (Word, Excel, Outlook, PowerPoint, etc.). Ability to maintain confidentiality, professionalism, civility and ethical standards.

HOW TO APPLY:

Interested parties should forward a completed application package to: **Tammy Anton, Chief of Personnel Services, at CAD-Recruiting@pbcgov.org**. Each completed package shall include the following:

- Cover letter
- Resume
- College transcript
- Writing sample (no more than 3 pages)
- [Fifteenth Judicial Circuit Intern/Volunteer Application](#)

NOTICE:

Incomplete applications will not be considered. Applications will continue to be received until **4:00 pm on March 31, 2022**. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on any of the protected classes.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."