

SUPERIOR COURT OF NEW JERSEY
OFFICE OF THE COURT ADMINISTRATOR

MARSI L. PERKINS
TRIAL COURT ADMINISTRATOR



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**UNPAID INTERNSHIP OPPORTUNITY
NEW JERSEY JUDICIARY**

POSITION TITLE: Unpaid Intern

DATE: January 10, 2006

LOCATION: Monmouth Vicinage - All Divisions
Freehold, NJ 07728

ANNOUNCEMENT: 3-06

This recruitment will be used to fill unpaid internship opportunities for the next six months.

POSITION DESCRIPTION

The Monmouth County Superior Court is accepting resumes for unpaid internship opportunities. Interns will perform a variety of clerical, administrative, supportive tasks and customer service duties in connection with proceedings instituted before the Court.

Applicants may be selected to work in one of the following divisions in the Monmouth Vicinage Superior Court: Civil, Criminal, Family, Finance, General Operations, Human Resources, Information Technology, Municipal, EEO/AA or Probation.

REQUIREMENTS

- # High school students who are eligible to work, high school graduates, undergraduate students, graduate students and law school students attending an accredited college or university.
- # Many schools will give course credit for work experience. Please check with your school regarding receiving credit for unpaid internship work experience.

NOTE: Knowledge of Microsoft Word, WordPerfect, Lotus 1.2.3 and/or Excel is helpful.
Excellent communication skills and strong interpersonal skills are also helpful.
Bilingual in Spanish and English is also helpful.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current resume, complete with announcement number and both day and evening telephone numbers to: Human Resources Manager, P.O. Box 1266, Freehold, NJ 07728.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Courts of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court system. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

THE JUDICIARY OF NEW JERSEY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

