

# CAREER OPPORTUNITY NEW JERSEY JUDICIARY



## CONTINUOUS RECRUITMENT

**POSITION TITLE:** Unpaid Judiciary Interns

**OPENING DATE:** November 9, 2009

**CLOSING DATE:** February 9, 2010

**LOCATION:** Office of Trial Court Services  
Probation Services Division  
Administrative Office of the Courts  
Trenton, New Jersey

**ANNOUNCEMENT:** #09-58-15

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*This recruitment will be used to fill unpaid internship opportunities within the next three months.*

***ISP AND JISP** unpaid intern positions may be filled in various geographic locations throughout the state to include: Bridgeton, Camden, Montclair, North Brunswick, Toms River, Newark and Trenton.*

## POSITION DESCRIPTION

The New Jersey Judiciary is seeking interns over the upcoming months to join our Probation Services Division. Positions will be available in any one of the following units: Adult Supervision Services, Intensive Supervision Program, (ISP) Juvenile Intensive Supervision Program, (JISP), Child Support Enforcement, Comprehensive Enforcement Program, and Probation Services Administration. ISP/JISP interns will provide assistance to ISP/JISP Officers in the monitoring of clients while assisting in compiling information for assessment reports. Under the direction of the appropriate supervisory personnel, interns will learn and perform a variety of administrative tasks and utilize their computerized skills.

## REQUIREMENTS

**EDUCATION:** Undergraduate students, graduate students, and law school students who are attending an accredited college or university are encouraged to apply. *Many schools will give course credit for work experience. Please check with your school regarding receiving credit for unpaid internship work experience.*

- Work flexible hours possibly for the Fall 2009 / Winter 2010 semester
- Good communication and interpersonal skills are helpful
- Knowledge of Microsoft Word, Lotus 1.2.3. and Excel are helpful

**NOTE:** Unpaid intern applicants who are 18 years of age or older must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

## INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current resume complete with announcement number, your geographical preference and both day and evening telephone numbers by February 9, 2010 to Barbara M. Levine (#09-58-15) Judiciary Personnel Office, Richard J. Hughes Justice Complex, PO Box 989, Trenton, NJ 08625 - OR - **Recruitment.Mailbox@Judiciary.state.nj.us**. **If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting. Please include the announcement number in the subject line of your email submission.**

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**