



SUPERIOR COURT OF THE STATE OF CALIFORNIA COUNTY OF AMADOR

STUDENT INTERN/VOLUNTEER

Build your resume, gain experience, volunteer

Amador Superior Court has openings for local area student volunteer interns. The volunteer program can provide an invaluable experience to individuals seeking a legal career as well as to those interested in serving their community. Aside from personal enrichment and becoming a contributor to the community and its needs, volunteering/interning in the court creates opportunities for networking, enhances your resume, and provides invaluable job experience and knowledge of the judicial process.

FUNCTION:

Volunteer interns assist by performing duties such as clerical work, pulling dockets, preparing materials, observing and becoming familiar with cases, etc.

KEY RESPONSIBILITIES:

- Clerical duties.
- Assist in juror check in.
- Pulling dockets for the court's calendar.
- Observe and become familiar with trials.
- Assist with special projects.

QUALIFICATIONS:

- Must be 16 years old.
- Good communication skills.
- Good computer skills – proficiency with Microsoft Office Suite is desirable.
- Ability to work well with a wide range of people.

TIME COMMITMENT:

- Volunteer must be willing to commit to a minimum number of hours each week as arranged.

TRAINING AND SUPPORT:

- Orientation on the work of the courts and judicial system.
- On-the-job training.
- On-going support by court staff.

BENEFITS:

- Will gain a greater understanding of the internal workings of the justice system and understanding of Court and related career opportunities.
- Gain valuable work experience.
- Personal enrichment and becoming a contributor to the community

SELECTION PROCEDURE:

- All interested students must submit a youth/volunteer application, which clearly demonstrates their qualifications and desire for this position. Incomplete packets will not be accepted for consideration.
- Successfully pass a preliminary background check.
- Participate in a scheduled interview.

INTERVIEW PROCESS:

The interview process consists of meeting with the court where questions will be asked of you. The questions are open ended to encourage free expression and discussion of points of concern; ie. time commitment, schedule, expectations, etc. An interview should take approximately 30 minutes.

CONFIDENTIALITY:

Due to the nature of the information students will be exposed to – students must practice confidentiality and discretion. Students and their parent/guardian will be asked to sign a confidentiality agreement.

DRESS CODE:

Volunteers are to dress in a business-like manner.

PROFESSIONAL CONDUCT:

Volunteers/Interns are expected to conduct themselves at all times in a professional and courteous manner, which reflects positively on the individual and the Court.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

The Amador Superior Court makes reasonable accommodation for the individual with disabilities including its obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodations, in order to participate in the volunteer selection process, must inform the Amador Superior Court Administration Office.

MAIL OR DROP OFF COMPLETED APPLICATIONS TO:

Amador Superior Court
Attn: Volunteer Coordinator
500 Argonaut Lane
Jackson, CA 95642
(209) 257-2626
www.amadorcourt.org

The contents of this class specification shall not be construed to constitute any express or implied warranty or guarantee, nor shall it constitute a contract of employment. Applicants understand this is a non paid volunteer position.