



SUPERIOR COURT OF CALIFORNIA, COUNTY OF MERCED
JOB ANNOUNCEMENT
#13-18
Unpaid Intern

FINAL DATE TO APPLY: **CONTINUOUS RECRUITMENT**

FILING REQUIREMENTS: Candidates must complete and submit a court application and cover letter to the Court's Human Resources Office. Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as "See/Refer to Resume" or "See Attached." Only those applicants demonstrating the strongest qualifications related to the position will be invited to an oral interview. Application materials may be obtained at <http://www.merced.courts.ca.gov/>.

Submit Application Materials To:
Superior Court of California, County of Merced
Human Resources Division
627 W. 21st Street Room 20
Merced, California 95340

POSITION DESCRIPTION: Interns will perform a variety of clerical, administrative and supportive tasks, as well as customer service duties in connection with proceeding instituted before the Court or in its administrative divisions.

Internships are available in the following divisions of the Merced Superior Court: Civil, Criminal, Family, Administration, Self-Help Office, and Traffic. Please specify which division you are interested in, as well as any alternatives. Many schools will give course credit for work experience. Please check with your school regarding receiving credit for unpaid internship work experience.

REQUIREMENTS:

Education: Undergraduate students, graduate students and law school students attending an accredited college or university.

Knowledge, Skills and Abilities: Knowledge of Microsoft applications: Word and Excel; experience working with diverse populations; excellent communication skills and strong interpersonal skills.

Background Check: Interns 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 finding and what action will be taken as a result.

GENERAL INFORMATION:

This is an unpaid internship position. Job offer is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States.

- The Merced Superior Court is an Equal Opportunity Employer -