

UNPAID INTERNSHIP OPPORTUNITY

POSITION TITLE: Unpaid Intern

OPENING DATE: February 22, 2016

LOCATION: Monmouth Vicinage
Freehold, NJ 07728

ANNOUNCEMENT: #05-16

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

POSITION DESCRIPTION

The Monmouth Vicinage 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. Those selected will treat all personnel, clients and public persons with dignity, courtesy and respect.

Internships are available in the following divisions: Civil, Criminal, Family, Probation, Human Resources, Information Technology, Finance, Operations, and Equal Employment Opportunity Office. 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

- High school students who are eligible to work, high school graduates, undergraduate students, graduate students and law school students attending accredited college or university.

NOTES: Knowledge of Microsoft Word and/or Excel is helpful. Excellent communication skills, strong interpersonal skills, and experience working with diverse populations is helpful.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current *resume*, complete with *announcement number (#05-16) and both day and evening telephone numbers* to Monmouth.Careers@judiciary.state.nj.us -OR- mailed to Human Resources, P.O. Box 1266, Freehold, NJ 07728. When e-mailing your resume you will receive an auto-reply message confirming your e-mail. If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting.

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Superior Court of New Jersey – 71 Monument Park, Freehold, NJ 07728 – www.njcourts.com

If you require any accommodations as a result of a disability, please call (732) 677-4040