

## MONTGOMERY COUNTY CIRCUIT COURT VOLUNTARY LAW LIBRARY INTERNSHIP PROGRAM

### Overview

The Montgomery County Circuit Court Law Library offers unpaid internships for students of high school and college age, with opportunities available continuously throughout the year. Student Service Learning (SSL) hours can be earned, if applicable.

Internships require independent workers who communicate well, are organized, and can follow written and verbal instructions. Applicants must be committed to the internship, as well as show motivation, initiative, punctuality, and reliability, and the ability to maintain professionalism.

If you are considering an **internship for the summer**, we are looking for applicants who are available for a commitment of six uninterrupted weeks from mid-June through August, with flexibility for camps, vacations, and other obligations. Applicants must be available three to five days per week, Monday through Friday, between 8:30 am and 4:30 pm. A minimum of four hours per day is required.

If you are interested in applying for an **internship during the school year**, applicants will be required to work a minimum of three days a week for three hours each day.

Internship applications are processed on a continual basis, with interviews scheduled as needed.

### Application Process

To apply for an internship, you must submit a completed application packet via email to [mcccqinternship@mdcourts.gov](mailto:mcccqinternship@mdcourts.gov). The application packet must include the following:

- Program application
- Résumé
- At least one letter of recommendation

The application form is available on the Circuit Court website, under the About Us > Careers > Internships at the Circuit Court page.

State the internship you are applying for (e.g., Law Library Internship) in the subject line of your email.

Applicants will receive an email acknowledging receipt of the requested documents. Candidates being considered for an internship will be called to schedule an interview.

If you have any questions, please contact the Quality Control Department at 240-777-9100.

## Job Description

### **ESSENTIAL FUNCTIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required and reflect management's assignment of essential functions. This is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required. Successful applicants must be able to perform each essential duty satisfactorily

- Assist in reorganizing and inventorying library
- Checking in and processing mail
- Relocate microform material
- Re-tag books and library resources
- Input Catalog records
- Follow the policies of the Circuit Court and the Law Library

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- During the school year: Work at least three days a week for three hours/day
- For the summer: Work at least three days per week with a minimum of four hours/day
- Ability to work independently
- Ability to communicate effectively, both orally and in writing
- Ability to handle multiple assignments
- Ability to maintain a professional demeanor at all times when dealing with the public and court personnel
- Excellent telephone manner
- Customer service experience
- Ability to lift 20 pounds, walk stairs and shelve books

### **MINIMUM QUALIFICATIONS**

- Basic knowledge of Microsoft Office Suite applications (Word, Excel, Access) (preferred)
- Understanding of the English language, both orally and in writing
- Able to organize books in alphabetical or numerical order