

MONTGOMERY COUNTY CIRCUIT COURT VOLUNTARY INTERNSHIP PROGRAM

Overview

The Montgomery County Circuit Court offers **unpaid** internships for students of high school and college age, with opportunities available during the summer and/or the school 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. Interns work in conjunction with several offices and may be placed in offices throughout the court as needed. The internship program does not provide direct working relationships with judges, attorneys, or opportunities to assist in courtrooms.

If you are considering an **internship for the summer**, we are looking for applicants that 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. **The deadline to submit documents for the Summer Internship Program is March 31 of each year, with interviews beginning mid-April.**

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. School year 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. 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 page.

State the internship you are applying for (e.g., QC Internship Summer, QC Internship School Year) 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.

Sample 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

- Conduct phone calls with attorneys/parties
- Deliver/pick up case files to/from various offices throughout the courthouse
- Audit foreclosure, family cases, and criminal cases
- Pull/deliver case files
- Generate notices as directed
- Attend court proceedings (time permitting)
- Data entry
- Locate files and attach rush notes
- Front desk receptionist duties including, but not limited to dealing with inquires on the phone and face to face
- Follow the policies of the Circuit Court and the office assigned to assist

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 and transport case files

MINIMUM QUALIFICATIONS

- Basic knowledge of Microsoft Office Suite applications (Word, Excel, Access) (preferred)
- Understanding of the English language, written and verbally
- Able to organize files in **numerical order**