

**Title:** Court Administration Intern  
**Division:** Judicial Operations Division, Nineteenth Judicial Circuit of Lake County, Illinois  
**Overview:** Court Administration Intern

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As an intern in Court Administration you will gain the knowledge and experience of working in a judicial administrative environment. You will receive "hands-on" experience through training in the units of Judicial Budget and Finance, Judicial Human Resources, and/or Judicial Training, Grants and Planning. You may assist staff by writing reports, conducting services assessments, statistical analyses, projections, and evaluation research, updating procedures and policies, flow charting, designing databases, and other projects. You will gain knowledge of intergovernmental relations and behind-the-scenes functioning of a court environment.

The general requirements for being an intern in Court Administration are similar to those in the other divisions. Senior or graduate level business, judicial, and public administration majors are encouraged to apply, as well as those students in the social sciences.

**Training:**

Agency and Division Orientation sessions are required. On-the-job training will be provided by trained staff. Additional training opportunities may be available through the Judicial Operations Division.

**Supervisor:**

Assigned Staff Person.

**Supervision:**

Ongoing supervision will be provided by an assigned staff person with consultation available from an immediate supervisor and/or the Internship Coordinator.

**Commitment:**

Preferred is a full semester of 13 weeks scheduled at 40 hours per week or a minimum of 500 hours. This is an unpaid position with no benefits or travel reimbursement.

**Evaluation:**

Evaluations will take place on a regularly scheduled basis as Department and/or college/university requirements dictate. Consultation will be available from the immediate supervisor and/or the Internship Coordinator.