



Jefferson County Commission Internship Job Description and Job Announcement Material

Job Title: Summer 2026 Intern – Jefferson County

Close Date: March 8, 2026

SUMMARY AND JOB DESCRIPTION:

Internship Title: Family Court Intern

Overview:

The Family Court Intern position is designed for **undergraduate and graduate students** pursuing degrees in **Social Work and/or Criminal Justice**. This internship provides exposure to the operations of the Family Court of Jefferson County, with an emphasis on cases involving children and families. Interns gain practical experience in court administration, program management, and judicial support functions within a public service and legal environment.

Key Responsibilities:

Administration:

- Clerical and administrative support
- Case file organization and data entry
- Observing court operations and workflow
- Assisting staff with daily administrative tasks

Program Management:

- General program support and coordination
- Exposure to court-related programs serving children and families
- Assisting with documentation and reporting as appropriate

Judicial Support (Observational):

- Observing court hearings and proceedings (as permitted)
- Gaining familiarity with court protocols and procedures
- Understanding the role of the judiciary in family and juvenile matters

Qualifications

- Currently enrolled in an **undergraduate or graduate program in Social Work, Criminal Justice** or a closely related discipline.
- Ability to maintain confidentiality and professionalism
- Interest in juvenile justice, family services, or court administration

Benefits

- Gain firsthand experience in a family court setting
- Develop an understanding of juvenile and family justice systems
- Apply academic knowledge to real-world legal and social service contexts
- Enhance professional skills relevant to social work and criminal justice careers

Compensation

- Undergraduate: \$17.90 Hourly
- Graduate: \$23.87 Hourly

Note:

These positions are part time in nature and not to exceed 32 hours per week and not benefit eligible.