

Pazulski, Thaddeus B

From: Pulliam, Nicole <NPulliam@mcccourt.com>
Sent: Tuesday, January 10, 2017 12:36 PM
Subject: Intern Ship Available

The Montgomery County Circuit Court located in Rockville, Maryland is recruiting interns for the Assignment Office. This is an unpaid position, however SSL hours can be earned, if applicable. Interns will network with Court staff, contact attorneys, meet several of our Judges and their staff and if time permits may even have the opportunity to attend court proceedings.

This position requires an independent worker, who is well spoken, organized, possesses the ability to lift and push boxes of files, is able to follow written and verbal instructions, and has sufficient customer skills. This person must be motivated, punctual, reliable and show initiative.

The intern will work in conjunction with several offices within the court system. Please be advised that the internship does not provide a direct working relationship with or for a Judge, in the courtroom, nor for attorneys.

For the Summer, it is preferred that interns work at least six to eight weeks, with a certain degree of flexibility for camps/vacations/other obligations, and a minimum of eight hours a week for at least two days a week. For the school year, it is preferred that interns work a minimum of six hours per week for at least two days a week.

To apply for an intern position with the Montgomery County Circuit Court Assignment Office, please submit your resume, cover letter and letter of recommendation to: QCinternship@mcccourt.com. If you have any questions, please contact Alexis Zelaya at 240-777-9002 or Nicole Pulliam at 240-777-9347.

Sincerely,
Nicole Pulliam
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