



NEW JERSEY COURTS
invites applications for the position of:

Pretrial Services Intern (Hourly)

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| SALARY: | See Position Description |
| OPENING DATE: | 04/05/23 |
| CLOSING DATE: | Continuous |
| LOCATION: | Mercer Vicinage (Annex Building), 209 South Broad Street, Trenton |
| DESCRIPTION: | |

When you come to work for New Jersey Judiciary you will join an 8500-member strong TEAM that operates with the highest standards of independence, integrity, fairness and quality service. You will be engaged with work that has purpose, meaning and makes a difference in lives of the public we serve. We work hard every day to build the public's trust and confidence in our court system, which includes issues such as bail reform, marijuana decriminalization and recovery court. Whether it be in a courtroom, an administrative office, a courthouse training room, an IT office or in the field, our Judiciary workforce is improving the lives of countless individuals and families every day. We honor the dignity and individualism of each member of our organization while fostering professionalism and continuous improvement in our work.

SALARY: The hourly rate for this position is \$20.00.

This position is limited to a maximum of 944 hours in a fiscal year. Interns would be required to work a minimum of 10 hours up to a maximum of 20 hours per week.

The Judiciary offers a strong opportunity for growth.

The Judiciary is seeking individuals with strong communication and organizational skills for a paid internship opportunity. The intern will perform a variety of clerical, administrative, supportive tasks, and customer service duties in connection with the Pretrial Services Unit in the Criminal Division. The intern will gain a broad insight and knowledge of the court system, specifically Pretrial Services.

EXAMPLE OF DUTIES:

- Prepare filings for judge and staff review, including document retrieval, and providing documents to chambers
- Assist with answering phones, returning phone calls, and receiving and distributing voicemails
- Research caseloads
- Calendar management
- Moderate virtual hearings

- Assist with client contact for newly assigned cases and reminders
- Follow up with treatment providers and defendants

QUALIFICATIONS:

Thirty credit hours from an accredited college pursuing a degree or certificate in the Behavioral or Social Sciences, or a related field.

Unofficial College or University transcript must be included in your application in order to be considered.

SUPPLEMENTAL INFORMATION:

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

Special Note: Unpaid intern applicants who are 18 years of age or older must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

HOW TO APPLY:

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job, including military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position. Applicants who indicate "see resume" or enter their initials to acknowledge that they have skipped the Work History and Education sections will not be considered, unless they do not possess any education history or work experience. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

**The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action
Employer Committed to Ensuring an Open Door to Justice**

NeoGov applicant support at 1-855-524-5627 (toll free call)
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.njcourts.gov>

Position #2023-07705
PRETRIAL SERVICES INTERN (HOURLY)
TF

See Above
Various Counties, NJ US

Pretrial Services Intern (Hourly) Supplemental Questionnaire

* 1. 1. An unofficial college or university transcript is required to be uploaded into the employment application in order to be considered for this position. Please check below to acknowledge your understanding.

Yes No

* Required Question