Title: **Internship Job Description**
Division: **Judicial Information Systems, Nineteenth Judicial Circuit of Lake County, Illinois**
Overview: **Judicial Information Systems Intern**

The Judicial Information Systems (JIS) unit provides services and support to the whole of the Nineteenth Judicial Circuit in every technological aspect and application including: 1st and 2nd level Help Desk Center, Network Administration, Systems Development and Audio/Visual Communications. JIS provides direct technical support for computers, telephones, Telecommunication Devices for the Deaf (TDD), printers, facsimile machines, copiers and LAN/ WAN/ Wireless Network / Mainframe network security. JIS also designs and maintains the growing audio/visual evidence presentation technologies, video conferencing, distance learning, student labs and associated applications. JIS personal have contact with the Court and many facets of the criminal justice system and liaison with the county Information Technology Department.

Nature of Work:
Provides work experience intended to provide exposure to the practical and daily operations of an information technology office in a judicial system. JIS performs work in evaluating, implementing, maintaining, and training in the various software and hardware systems from the user to management levels. Provides the opportunity to learn the specific functions of Judicial Information Technology Specialists, but varies according to the path chosen. Both paths provide observation of, and experience in, the overall workings of the information technology systems, as well as experience interviewing, assessing needs and face-to-face contact with judges, professional staff, and the local legal community.

Typical duties may include one or more of the following:

Network Administration Path
- Assist staff in performing system backup and maintenance functions
- Assist in installation of PC hardware and software
- Assist in network and hardware troubleshooting
- Assist in performing preventative maintenance and upgrades on servers
- Assist Network Engineer with current projects
- Perform special projects as determined by the information technology staff

System Developer Path
- Assist in needs analysis for projects
- Assist in research for solutions for needs
- Assist in updating user and technical documentation
- Perform special projects as determined by the information technology staff
- Assist in the maintenance and performance tuning of application databases
- Create and publish interactive reports from SQL and Oracle databases
- Assist in managing, maintaining, developing, designing and updating the court's intranets
- Assist with the Web Content Management System for the circuit's public website
- Maintaining effective working relationships with the other county Information Technology Departments and agencies.

Qualifications:
- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individuals able to relate to a variety of persons.
- Ability to develop supportive relationships with clients while maintaining objectivity.
- Enrollment in an internship-related course of study.
- No significant history of criminal behavior or psychiatric disorder.
- Excellent analytical and problem solving skills, including the ability to assimilate numerous details into cohesive solutions.
- The ability to manage multiple tasks, following through to completion with minimal supervision.
- Strong verbal and written communication skills.

- For System Development assignments: Strong overall understanding of object-oriented development. Objected-oriented analysis and design, object-oriented development/testing in Java and/or C#, HTML, .NET, ASP. XML, Javascript, data modeling relational databases.

Training:
Court Services orientation sessions are required. On-the-job training will be provided by trained staff.

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 120 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.