

Title: Court Research and Data Intern

Division/Unit: Judicial Operations/ Adult Probation/ Juvenile Probation

Court Research and Data Unit

Overview: Court Research and Data Intern

As a Court Research and Data Intern you will gain the knowledge and experience of working in a judicial administrative environment. You may assist the Court Research and Data Unit in Court Administration, Adult Probation or Juvenile Probation with statistical analysis, data management, data collection, research grant opportunities and innovative programs. Furthermore, you will gain experience writing reports, conducting service assessments and studies, performance measurement and evaluation research, and involved in managing searches/reports in the new Case Management System.

The General requirement for being an intern in the Court Research and Data Unit, Adult Probation, and Juvenile Probation are like those in other divisions. Senior or graduate level research, business, information system, computer science, math, judicial, social sciences, and public administration are encouraged to apply.

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.

Supervision:

Ongoing supervision will be provided by the Research Analyst/ Unit Manager.

Commitment:

Preferred is a full semester of 13 weeks scheduled at 20-40 hours per week or a minimum of 250-500 hours. This is an unpaid position with no benefits or travel reimbursement.

Evaluation:

Evaluation will take place on a regular, scheduled basis as Department and/or college/university requirements dictate. Consultation will be available from the immediate supervisor.