



FJC Legal Services Intern - Summer 2021 Semester

Montgomery County Sheriff's Office - Family Justice Center

Rockville - MD (United States)

Internship

The Montgomery County Family Justice Center (FJC) Legal Services Internship provides interns with a unique opportunity to learn about domestic violence intervention on a direct service level. The Legal Services Intern will gain hands-on experiences in the field of civil law, as it pertains to Protective Orders, Peace Orders and Emergency Evaluation Petitions. The intern will be responsible for the review of legal services referrals and updating databases, observing court proceedings and taking notes, possibly conducting outreach calls to clients to offer legal services, and may assist with reception and intake responsibilities. Interns will be supervised by the FJC Program Manager. The Legal Services Intern will also report to the Lead Legal Services Coordinator for daily tasks. Students interested in the following areas are highly encouraged to apply: law, paralegal studies, and/ or criminal justice.

Hours Required: Legal Services Interns are required to work at least three (3) 8:30am-2pm shifts per week (least 15 hours per week).

Applicant Requirements:

- Must be at least 18 years of age
- Must be currently enrolled in undergraduate or graduate school
- Complete the online application
- Must have access to internet and a computer with camera for potential remote work assignments and virtual meetings

Desired Skills: Highly Reliable, Telephone Manner, Administrative Support, People Skills, Organized, Highly motivated self-starter, Detail Oriented, Professionalism, Teamwork, Receptionist Duties

Commitment Requirements: For the Summer 2021 Semester, applicant(s) selected for this position must commit to the semester from May 2021 to August 2021

Application Submission Date: All applications must be submitted by Friday, April 30, 2021

Applications will be reviewed after the submission date. Only applicants selected for an interview will be contacted. Applicants selected after the interview must complete a background check.

Course Credit: Internship can be used to earn class credit if permitted by school/program.

Application Link: <https://forms.gle/RTesWEWRL4R1Y1yD9>

Partial remote work may be available.