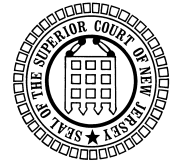


# SUPERIOR COURT OF NEW JERSEY ESSEX VICINAGE JUDICIARY INTERNSHIP OPPORTUNITIES



## OVERVIEW

The Judiciary is one of three branches of government. The other branches include the Executive Branch (Supreme Court) and the Legislative Branch (Appellate Division). The New Jersey court system or Judiciary employs more than just lawyers and judges. Judiciary employees deliver customer service to the public and attorneys. They provide technical and managerial support to judges and staff, collect money and handle the finances of the court. They also coordinate court-annexed programs such as mediation, supervised visitation for families as well as manage jurors and supervise offenders, among other services.

## INTERNSHIP OPPORTUNITIES

A variety of unpaid internship opportunities are available within the following division:

<b>CIVIL</b> Personal injury, medical malpractice, enforcement of rights, landlord tenant, mediation, etc.	<b>*CRIMINAL</b> Crimes against person(s), or places, selling or solicitation of illegal substances, etc.
<b>*FAMILY</b> (212 Washington Street, Newark) Disputes involving children, spouses/domestic partners or families	<b>FINANCE</b> Dissemination and control of the courts money
<b>HUMAN RESOURCES</b> Management of court employee information	<b>MUNICIPAL</b> Motor vehicle offenses (speeding, illegal parking, driving while intoxicated, etc.)
<b>JURY MANAGEMENT</b> Selection of jurors	<b>*PROBATION SERVICES (Evergreen Place, E. Orange)</b> Supervision of a non-violent criminals
<b>TRIAL COURT SERVICES</b> Provides technical and managerial support to Operations, Facilities, and/or Law Library	<b>OFFICE OF THE OMBUDSMAN</b> Provides confidential services to anyone concerned about mistreatment or discrimination in the courthouse.

*\*College students interning in these divisions may receive academic credit. This has to be arranged with their school.*

## INTERNSHIP RESPONSIBILITIES

Responsibilities are varied and may include: performing project and PC-related work, conducting research and analysis, data collection, data entry, customer service, drafting correspondence and memoranda, answering phones, filing documents and assisting staff as directed.

## INTERNSHIP REQUIREMENTS

Applicants can be high school, undergraduate or graduate students. Good communication, interpersonal and organizational skills required. Knowledge of Microsoft Office Suite is preferred, but not necessary. A minimum of 10 hours per week or 100 hours per semester is suggested.

## APPLICATION PROCESS

Please submit your resume with cover letter stating your area(s) of interest and days or hours of availability to:

RaShana F. Brown  
Administrative Specialist / Internship Program Coordinator  
Superior Court of New Jersey – Essex Vicinage  
Human Resources  
50 West Market Street, Room 612

Newark, New Jersey 07102  
 Phone: (973) 693-5749 / Fax: (973) 693-5738  
 E-mail: [Rashana.Brown@judiciary.state.nj.us](mailto:Rashana.Brown@judiciary.state.nj.us)



**New Jersey State Judiciary**  
 An Equal Opportunity Employer

**UNPAID INTERNSHIP APPLICATION**

**Print legibly. Complete Items 1 through 20 and sign application. Use additional sheets if necessary.**

<b>1. TYPE OF INTERNSHIP APPLIED FOR:</b>		<b>2. ANNOUNCEMENT NO.:</b>	
<b>3. LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>	
<b>4. HOME PHONE:</b>	<b>BUSINESS PHONE:</b>	<b>CELLULAR PHONE:</b>	
<b>5. STREET ADDRESS:</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>COUNTY</b>	<b>E-MAIL ADDRESS:</b>		
<b>5A. EMERGENCY CONTACT NAME</b>		<b>NUMBER</b>	
<p><b>6. a. Are you OVER 18 years old?</b>                  (If under 18 and offered an unpaid internship, you will be required to submit working papers, which can be obtained from the N.J. Department of Labor or the high school you are currently attending.)</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>b. Are you eligible to work in the U.S. according to Department of Homeland Security regulations?</b></p>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>c. Have you ever worked or been educated under a different name? If yes, specify</b></p>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>d. Do you possess a driver's license that is valid in New Jersey?</b> (Answer this question only if it is a requirement as indicated on the internship announcement.)</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>7. HAVE YOU EVER BEEN CONVICTED OF/FOUND GUILTY OF/PLED GUILTY TO ANY CRIME OR NON-CRIMINAL OFFENSE, INCLUDING DISORDERLY OR PETTY DISORDERLY PERSONS OFFENSES, AND OFFENSES WHERE THE RECORD WAS EXPUNGED, BUT EXCLUDING MOTOR VEHICLE OFFENSES?</b> (If yes, please see question # 8 below)</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><small>Please note that as a condition of the internship, applicants not currently employed by the New Jersey Judiciary will be fingerprinted, and a computerized criminal history check will be performed. Any false statements or purposeful omissions will be grounds for rescission of any offer of internship.</small></p>			
<p><b>8. If you checked yes for item 7, give details of each conviction and disposition below.</b>                  The Judiciary is entitled to obtain information regarding expunged records of those seeking employment or an internship pursuant to <i>N.J.S.A. 2C:52-27(c)</i>. A conviction will not necessarily preclude you from an internship but will not preclude denial of the internship for position-related reasons, such as where the conviction(s) relates adversely to the internship sought.</p>			

**9. How did you learn about this internship opportunity?**

- Judiciary job/internship posting bulletin board
  Internship posting mailed to me  
 Newspaper or journal ad \_\_\_\_\_
  Internet site \_\_\_\_\_  
 Referral from \_\_\_\_\_
  Other \_\_\_\_\_

**10. COLLEGE AND GRADUATE SCHOOL**

List any colleges, universities and graduate schools that you have attended.

Name and Location	Dates Attended Mo / Yr	Credit Hours Completed	Major Area of Study	Type of Degree	Graduated
	From: ___ / ___ To: ___ / ___				<input type="checkbox"/> Yes <input type="checkbox"/> No
	From: ___ / ___ To: ___ / ___				<input type="checkbox"/> Yes <input type="checkbox"/> No
	From: ___ / ___ To: ___ / ___				<input type="checkbox"/> Yes <input type="checkbox"/> No
	From: ___ / ___ To: ___ / ___				<input type="checkbox"/> Yes <input type="checkbox"/> No

**11. OTHER SCHOOLS OR TRAINING COURSES**

Include business, vocational, technical, and other schools you have attended that are related to the internship for which you are applying. If it was not a full time curriculum, be specific as to the number of hours attended.

Name and Location	Dates Attended Mo / Yr	Subjects or Courses	Course Completed
	From: ___ / ___ To: ___ / ___		<input type="checkbox"/> Yes <input type="checkbox"/> No
	From: ___ / ___ To: ___ / ___		<input type="checkbox"/> Yes <input type="checkbox"/> No
	From: ___ / ___ To: ___ / ___		<input type="checkbox"/> Yes <input type="checkbox"/> No

**12. Do you have any license, certificate, registration, craft or skill, including a machine or equipment operating skill, which relates to the internship for which you are applying?**

Yes  No

If yes, provide a brief description in the space below.

**13. LIST ALL EMPLOYMENT**

Start with present or last position and work back. Include military and volunteer experience. Please complete in full and attach additional sheets as necessary, even though you may also attach a resume.

<b>EMPLOYER'S NAME AND ADDRESS</b>  	<b>POSITION TITLE</b>  	<b>DATES (Mo / Yr)</b> <b>From:</b> _____ / _____ <b>To:</b> _____ / _____	<b>SALARY OR WAGE</b> <b>Starting</b> _____ <b>Ending</b> _____
<b>SUPERVISOR'S NAME</b>  	<b>TELEPHONE NUMBER</b>  	<input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> Hours per Week _____	
<b>REASON FOR LEAVING</b>  	<b>DESCRIPTION OF DUTIES</b>  		

<b>EMPLOYER'S NAME AND ADDRESS</b>	<b>POSITION TITLE</b>	<b>DATES (Mo / Yr)</b> From: _____ / _____ To: _____ / _____	<b>SALARY OR WAGE</b> Starting _____ Ending _____
<b>SUPERVISOR'S NAME</b>	<b>TELEPHONE NUMBER</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time      Hours per Week _____	
<b>REASON FOR LEAVING</b>	<b>DESCRIPTION OF DUTIES</b>		

<b>EMPLOYER'S NAME AND ADDRESS</b>	<b>POSITION TITLE</b>	<b>DATES (Mo / Yr)</b> From: _____ / _____ To: _____ / _____	<b>SALARY OR WAGE</b> Starting _____ Ending _____
<b>SUPERVISOR'S NAME</b>	<b>TELEPHONE NUMBER</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time      Hours per Week _____	
<b>REASON FOR LEAVING</b>	<b>DESCRIPTION OF DUTIES</b>		

**14. Do you have any objection to our inquiries of the above employers regarding your employment? If yes, please explain.**       Yes     No

**15. Have you ever been employed by the NJ Judiciary, other than as previously noted in question #13, or served an unpaid internship with the NJ Judiciary? If yes, please list locations, titles and dates.**       Yes     No

**16. Are you engaged in any business activity or employment that you desire to continue if selected to serve an internship in the Judiciary? If yes, please explain.**       Yes     No

**17. Do you, or does any member of your immediate family, own or have an interest in any organization that deals with, is regulated by, or is otherwise affected by the operations of any department or agency of the state? If yes, please explain.**       Yes     No

**18. Are you involved in any political activities, organizations or circumstances that may present possible conflicts of interest, should you be selected to serve an internship in the Judiciary? If yes, please explain.**       Yes     No

**19. Are you related to anyone who is currently a New Jersey Judiciary employee or judge?**  Yes  No  
If yes, complete below.

NAME OF RELATIVE	RELATIONSHIP	RELATIVE'S POSITION	LOCATION OF POSITION
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**20. List three persons unrelated to you whom we may contact for information concerning your qualifications.**

NAME	ADDRESS	PHONE NO.	OCCUPATION

**I HEREBY CERTIFY THAT THERE IS NO MISREPRESENTATION OR FALSIFICATION IN THE INFORMATION IN THIS APPLICATION. I AM AWARE THAT FALSE OR MISLEADING STATEMENTS WILL BE CAUSE FOR REJECTION OR FOR DISMISSAL AFTER THE START OF THE INTERNSHIP.**

**APPLICANT  
SIGN AND  
DATE HERE**



\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**COMMENTS** (For Human Resources Office Use Only)

