



Coconino County Superior Court

Student Work Opportunity

General Information

This opportunity will benefit students pursuing a degree in the Criminal Justice field, College of Business, or Information Technology, who seek to enhance their understanding of the court system learn policies and procedures, gain an insight into the operation of the courts, gain an in-depth understanding of the judicial process, learn about case processing, and provide administrative support to court staff.

This is a paid position for a minimum of four semesters including summers with a flexible work schedule [approximately 15 hours weekly]. The student must maintain a cumulative 3.0 GPA. The Courts are seeking underclassmen (freshmen, sophomores and first semester juniors) to apply for career development and potential future internship opportunities.

Duties and Responsibilities May Include:

- Planning events (community forums, retirements, conferences meetings and holiday events)
- Scheduling and/or facilitating meetings
- Preparing written materials (letters, spreadsheets, forms conversion, etc.)
- Communicating with judges and other judicial staff members
- Providing assistance to the judges, court administrator, informational technology staff, and other judicial staff members
- General clerical work
- Planning and/or conducting various court projects and much more...

Projects:

- Justice Strategic Planning
- Jury Surveys
- Customer Satisfaction Surveys
- Alternative Dispute Resolution Filings
- Court Administration Animal Teambuilding Meetings
- Annual Limited Jurisdiction: Judges' Meeting
- Annual Conferences
- Law Day
- Observe Court Proceedings
- Attend Court 101 Orientation
- Facilitation of Meetings
- Standard Office/Business Practices
- I.T. Annual Inventory
- Interview Skills
- Many more...

If you have any questions, comments, or are interested in becoming an intern please feel free to contact:

Shaye Scott at 928-679-7525. sscott@courts.az.gov
Ian Cody at 928-679-7526. jcdy@courts.az.gov

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