

January 5, 2011

Internship Positions Available – Summer 2011, or 2011-2012 School Year
Montgomery County Circuit Court
Rockville, MD 20850
240-777-9100

The Administrative Aides and the office of Quality Control are in need of interns. We would like students of high school and college age to join our team. This is an unpaid position, however SSL hours can be earned, if applicable. Our intern has the opportunity to attend court proceedings, network with Court staff, contact attorneys, as well as meet several of our Judges and their staff. The position, at the minimum, requires an independent worker, who is well spoken, organized, ability to lift and push boxes of files, and has good phone skills. This person must be committed to the internship, as well as show punctuality and reliability. The intern will work in conjunction with several offices within the court system. Students may be placed in other offices within the courthouse, as needed.

If you have a student interested, please have him/her submit a resume to Alina (Houser) Marshall at amarshall@mcccourt.com, or contact our office via phone for additional information, no later than March 25, 2011 for the summer internship. Interviews will begin in April, for the summer interns. If students are applying for the 2011 – 2012 school year, the deadline is July 15, 2011 and interviews will begin in early August.

*****We currently have positions open now through the end of the 2010-2011 school year. Please submit your resume to the provided e-mail address. You will then be contacted to schedule an interview.*****

Thank you,

Alina M. Marshall
Quality Control Assistant
240-777-9115 (receptionist desk)
240-777-9345 (direct line)
ahouser@mcccourt.com