

## Pazulski, Thaddeus B

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**From:** Pulliam, Nicole <NPulliam@mcccourt.com>  
**Sent:** Thursday, January 19, 2017 3:06 PM  
**Subject:** Internship available with Montgomery County Circuit Court - Quality Control

Good afternoon,

Please find below a listing for internships available at the *Montgomery County Circuit Court* through the Quality Control Department. This is in addition to the listing sent on January 10<sup>th</sup>, 2017. The Quality Control Department not only selects interns for their own department, but for other offices within the Court as the need arises. Please pass the listing along to any interested students.

January 19, 2017

Internship Positions Available  
Montgomery County Circuit Court  
Rockville, MD 20850  
240-777-9100

The Administrative Aides and the Office of Quality Control are recruiting interns for the 2017 summer and the 2017-2018 School Year. We would like students of high school or college age to join our team. This is an **unpaid** position, however SSL hours can be earned, if applicable. This position requires an independent worker, who communicates well, is organized, possesses the ability to lift and push boxes of court files, has the ability to follow written and verbal instructions, possesses the ability to maintain our receptionist desk while performing other duties as assigned, and has sufficient customer service skills. This person must be committed to the internship, as well as show motivation, initiative, punctuality and reliability, and the ability to maintain professionalism. This position will work in conjunction with several offices within the court system. Students may be placed in other offices within the court, as needed. Please be advised that the internship does not provide a direct working relationship with a Judge, courtroom, nor for an attorney.

For the summer, we are looking for applicants that are available for a six week uninterrupted commitment from approximately June 19<sup>th</sup> and after, through August 11<sup>th</sup> and after, with a certain degree of flexibility for camps, vacations, and other obligations. Applicants must be available three to five days per week, Monday through Friday, between 9am and 4:30pm. A minimum of 4 hours per day is required.

For the School Year Internships, applicants will be required to work a minimum of three days a week for 3 hours each day.

If you have a student interested, please have them submit a cover letter, resume, and at least one letter of recommendation, to [QCinternship@mcccourt.com](mailto:QCinternship@mcccourt.com), or contact our office at 240-777-9100 for additional information. Please refer to QC Internship Summer or QC Internship School Year in the subject line of your e-mail. **The deadline to submit their documents for the 2017 Summer Internship Program is Friday, March 31, 2017**, with interviews beginning mid-April.

Once their paperwork has been received the applicants will receive an e-mail acknowledging the receipt of the requested documents.

If selected for an interview, candidates will be called to schedule an interview.

For the School Year Internships, the application process will be on a rolling basis, with interviews to follow as needed.

Thank you,

Nicole Pulliam  
Quality Control Assistant  
240-777-9437  
240-777-9100 (general information)

*Sincerely*

**Nicole Pulliam**

Quality Control Assistant

Circuit Court for Montgomery County

50 Maryland Avenue, Room 3121

Rockville, MD 20850

(240) 777 - 9347

[NPulliam@mcccourt.com](mailto:NPulliam@mcccourt.com)