

**UNPAID INTERN OPPORTUNITY**

TITLE: Unpaid Intern                      OPENING DATE: May 25, 2016  
CLOSING DATE: November 24, 2016

LOCATION: Middlesex Vicinage            ANNOUNCEMENT #: 2016-15  
New Brunswick, New Jersey

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*This recruitment will be used to fill unpaid internship opportunities for the next six months.*

**POSITION DESCRIPTION**

The Middlesex Vicinage is accepting resumes for unpaid internship opportunities. Interns will perform a variety of clerical, administrative, supportive tasks and customer service duties in connection with proceedings instituted before the Court and its operations. Those selected for internships will treat all personnel, clients and public persons with dignity, courtesy and respect.

Internships are available in the following divisions: Civil, Criminal, Family, Probation, Human Resources, Information Technology, Finance, Operations, and Equal Employment Opportunity Office. Please specify which division you are interested in, as well as, any alternatives. Many schools will give course credit for work experience. Please check with your school regarding receiving credit for unpaid internship work experience.

**REQUIREMENTS**

High school graduates, undergraduate students, graduate students, and law school students attending an accredited college or university.

**NOTES:** Knowledge of Microsoft Word and/or Excel is helpful. Excellent communication skills, strong interpersonal skills, and experience working with diverse populations is helpful.

**SPECIAL NOTES:** Interns must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of findings and what action will be taken as a result of this information.

**Applicants should submit a cover letter and current resume complete with announcement number, day and evening telephone numbers, and residential and email addresses to: [middlesexjobs.mailbox@njcourts.gov](mailto:middlesexjobs.mailbox@njcourts.gov) – OR – Natalie H. Myers, HRDM (2016-15), P. O. Box 964, New Brunswick, NJ 08903-0964. If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting. Please include the announcement number in the subject line of your email submission.**

*The New Jersey Judiciary consists of the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems of the Courts of New Jersey.*