



**Administrative Office of the Courts
Office of Children, Families and the Courts
Intern**

Hours: 15-30 hours/week

Compensation: \$10/hr

Period: February – May 2015

Position Location: Atlanta, GA
Travel: Occasional
Duration: February, 2015 – May, 2015 (with an possible opportunity for extension)

Summary:

For the past 45 years, the Administrative Office of the Courts (AOC) has staffed the Judicial Council of Georgia, and provides subject-matter expertise on policy, court innovation, legislation, and court administration to all classes of courts. The Judicial Council/AOC also furnishes a full range of information technology, budget, and financial services to the judicial branch. Within the Judicial Council/AOC, exists the Children, Families and the Courts (CFC) Section under Court Services. The CFC Unit focuses exclusively on family law issues.

Summary of Duties:

The Children, Families and the Courts Unit is seeking a part-time intern for the winter semester with a possibility of extension. The intern will work with the staff and attorneys in CFC Unit on family law issues including domestic violence, child support, and juvenile justice. This internship will provide the intern with the opportunity to gain research and writing skills, as well as exposure to a variety of family law issues and unique communication challenges. The CFC Unit also needs logistical and support work which is part of the expectation of the position. The intern will work a minimum of fifteen (15) hours per week.

Qualifications:

The ideal candidate for this position will possess many, if not all, of the following professional qualifications, competencies and personal qualities:

- Demonstrated commitment and/or interest to family law issues
- Strong academic credentials
- Strong organizational skills
- Strong communication skills
- Demonstrated strong work ethic with minimal supervision

DEADLINE January 23 - To Apply, Please Send Cover Letter & Resume to:
Resume@gaaoc.us by **January 23, 2015.**