

Clifford E. Riedel  
District Attorney

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1st ASSISTANT DISTRICT ATTORNEY  
Mitchell T. Murray

2nd ASSISTANT DISTRICT ATTORNEY  
Emily A. Humphrey

CHIEF DEPUTY DISTRICT ATTORNEYS  
Katharine J. Ellison  
Andrew J. Lewis  
Daniel M. McDonald

## Job Description – District Court Intern/Volunteer

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*Build your resume, gain experience, volunteer.*

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### **Function:**

Assist with the process for prosecuting felony cases by performing duties such as clerical work, pulling dockets, preparing materials, observing and becoming familiar with cases, etc.

### **Key Responsibilities:**

- Clerical duties.
- Assist in creating a District Court manual.
- Pulling dockets for District Court attorneys.
- Observe and become familiar with felony trials.
- Attend dockets for the purposes of supplemental data entry.
- Prepare materials for trials.
- Prepare notifications regarding DNA evidence.
- Create warrant review reports.

### **Qualifications:**

- Basic knowledge of the criminal justice system and the law.
- Good communication skills.
- Good computer skills – proficiency with Microsoft Office Suite is imperative.
- Ability to work well with a wide range of people.
- May be asked to complete a computer skills test as part of interview process.
- **Paralegal students or law students in their first year (L1) are PREFERRED.**

**Supervision:** Senior Legal Secretary

### **Time Commitment:**

- Applicant must be willing to commit to a minimum of 10 hours per week for 10 weeks.

### **Training and Support:**

- New hire orientation.
- On-the-job training.
- On-going support is done by the direct supervisor and other District Court staff.

### **Benefits:**

- Will gain a greater understanding of the internal workings of the justice system.
- Will have further refined valuable research and legal clerical skills that can be carried into the future.